

# Amir Diab

Detail-oriented professional with experience in accounting, administration, and logistics. Skilled in financial reporting, vendor reconciliation, and operations coordination. Holds a Master's in Banking and Financial Economics with strong analytical and problem-solving abilities. Passionate about efficiency, accuracy, and continuous improvement.

Zahle-Beqaa-Lebanon

Amirdiab689@gmail.com

+961 71833103

---

## ➤ WORK EXPERIENCE

### **Junior Accountant | Administrative and Logistics Officer**

**Khonaysser Group – Zahle, Lebanon | April 2024 – Present**

- Processed and tracked supplier invoices, ensuring timely payments and maintaining accurate records.
- Prepared and issued delivery documents including Packing Lists and Delivery Notes.
- Reconciled vendor accounts and resolved discrepancies in coordination with the finance department.
- Collaborated with multiple departments (sales, logistics, finance) to streamline operations and reduce delays.

### **Cashier/Sales Associate,**

**Fashmore & Co- Hamra, Lebanon | January 2022 — December 2023**

- Handled daily cash and credit transactions with accuracy and accountability.
- Provided excellent customer service and supported clients in product selection.
- Resolved customer complaints calmly and efficiently to maintain satisfaction.
- Stocked shelves and assisted in inventory control and product rotation.

### **Economics Tutor, Online**

**Beirut, Lebanon | August 2021 — December 2024**

- Simplify complex economic theories and principles to ensure student comprehension.
- Foster critical thinking through interactive discussions and activities centered on economics.
- Monitored student progress and provided regular feedback to optimize learning outcomes.
- Create customized lesson plans to meet students' academic needs and learning styles.

## ➤ EDUCATION

### **Master's Degree in Banking and Financial Economics**

**Lebanese University– Hadath, Lebanon | September 2019 — August 2021**

- Major Courses: Portfolio Management, International Monetary Theory, and International Banking Strategies.

### **Bachelor's Degree in Economic Sciences-Lebanese University**

**Lebanese University– Hadath, Lebanon | September 2016 — August 2019**

- Major Courses: Business and Financial Mathematics, International Finance, Financial economics.

## ➤ **TRAININGS**

### **Senior Accounting**

**Practical Accounting Academy(PAA) – Beirut, Lebanon | July 2024 —October 2024**

- Tasks: Voucher Accounting Transactions, Capital Assets, Depreciation, Expenses, Purchasing & Sales, VAT, Salaries, Accounts Reconciliation (Customer, Supplier and Banks).

### **Junior Accounting**

**Practical Accounting Academy(PAA) – Beirut, Lebanon | February 2024 —May 2024**

- Tasks: Data Entry-Purchasing/Sales invoices -Receipt/Payment voucher -Statement of Account (reconciliation customers, suppliers). -Stock control and inventory system.

### **Former Training**

**Ministry of Economics and Trade– Beirut, Lebanon |2020**

- Responsibilities: Statistical modelling, Quantitative and qualitative analysis, creating reports and presentations, Research and survey planning, Using data management.

### **Former Training |**

**Banque du Liban (BDL) – Beirut, Lebanon | 2018**

- Responsibilities: Identify the mechanisms of all monetary and financial economic policies and how to implement them.

## ➤ **Research Projects**

- The Impact of Income Inequality on Economic Growth: Case of Lebanon.
- Information and Communication Technologies(ICT) Investments and the Impact on Gross Domestic Product (GDP).

## ➤ **SKILLS**

• Highly Organized	• Microsoft Teams, Word, Excel, PowerPoint
• Curriculum Development	• IBM SPSS Statistics 20
• Student Mentoring	• Bird Accounting Software
• Research & Analysis	• Dynamics Great Plains (GP) Accounting Software

## ➤ **Languages**

- Arabic (Native Language)
- English (B2 Level)