

# Rami Mohammad Ghzayel

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## OBJECTIVE

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To get an opportunity where I can make the best of my potential and contribute to the organization's growth.

## EDUCATION

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<b>From 9/2018 to 5/2022</b>	<b>Beirut Arab University,</b> Bachelor in Accounting and Finance.  Date of Graduation: May 2022  GPA of 2.9	Beirut, Lebanon
<b>From 09/2004 - 06/2018</b>	<b>Amjad High School,</b> Lebanese Baccalaureate in Economy and Sociology : Official in 2018	Beirut, Lebanon

## EXPERIENCE

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<b>From 05/2022 to Present.</b>	<b>Accounts Agent at CMA CGM.</b>	Beirut, Lebanon
<ul style="list-style-type: none"><li>• Managed end-to-end accounts receivable processes, including invoicing, payment tracking, and reconciliation.</li><li>• Monitored aging reports and followed up with clients to ensure prompt payment and reduce DSO (Days Sales Outstanding).</li><li>• Applied incoming payments to customer accounts and resolved unapplied or misapplied payments.</li><li>• Investigated and resolved customer billing issues or disputes in coordination with sales and customer service teams.</li><li>• Maintained accurate and up-to-date records of all receivable transactions in accounting software (e.g., QuickBooks, SAP, Oracle, etc.).</li><li>• Coordinated with the finance team for monthly closing and ensured AR records matched general ledger entries.</li><li>• Reduced overdue receivables by implementing improved collection strategies and client communication.</li><li>• Performing Bank Reconciliation to ensure accuracy between internal records and bank statements</li></ul>		
<b>From 06/2021 to 09/2021</b>	<b>Accounting internship at Rio Karime</b>	Beirut, Lebanon
<ul style="list-style-type: none"><li>• Used accounting software to record, store, and analyze information</li><li>• Prepared invoices for data entry using appropriate codes</li><li>• Verified accuracy of billing data and corrected any errors, compiled</li><li>• Maintained financial records</li></ul>		

## EXTRACURRICULAR ACTIVITIES

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Certificate of participation in AUB's Science Fair.  
Basic First aid Certificate from the Lebanese Red Cross 2015.

## SUMMARY SKILLS

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**TECHNICAL SKILLS:** Familiar with Oracle system, Sage system and Microsoft Applications (Excel, Word, PowerPoint, Outlook).

**LANGUAGES:** Very Good demand in English, French and Arabic.

**SOFT SKILLS:** Leadership, Communication, Team-Building, Organizational, Management, and Presentation Skills.