

## **Rami Mohammad Ghzayel**

Address: Beirut, Lebanon

Phone Number: +961-71-470683

E-mail Address: ramigh23100@gmail.com

### **OBJECTIVE**

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

### **EDUCATION**

**From 9/2018 to 5/2022**

**Beirut Arab University,**

Bachelor in Accounting and Finance.

Beirut, Lebanon

Date of Graduation: May 2022

GPA of 2.9

**From 09/2004 - 06/2018**

**Amjad High School,**

Beirut, Lebanon

Lebanese Baccalaureate in Economy and Sociology : Official in 2018

### **EXPERIENCE**

**From 05/2022 to Present. Accounts Agent at CMA CGM.**

Beirut, Lebanon

- Managed end-to-end accounts receivable processes, including invoicing, payment tracking, and reconciliation.
- Monitored aging reports and followed up with clients to ensure prompt payment and reduce DSO (Days Sales Outstanding).
- Applied incoming payments to customer accounts and resolved unapplied or misapplied payments.
- Investigated and resolved customer billing issues or disputes in coordination with sales and customer service teams.
- Maintained accurate and up-to-date records of all receivable transactions in accounting software (e.g., QuickBooks, SAP, Oracle, etc.).
- Coordinated with the finance team for monthly closing and ensured AR records matched general ledger entries.
- Reduced overdue receivables by implementing improved collection strategies and client communication.
- Performing Bank Reconciliation to ensure accuracy between internal records and bank statements

**From 06/2021 to 09/2021 Accounting internship at Rio Karime**

Beirut, Lebanon

- Used accounting software to record, store, and analyze information
- Prepared invoices for data entry using appropriate codes
- Verified accuracy of billing data and corrected any errors, compiled
- Maintained financial records

### **EXTRACURRICULAR ACTIVITIES**

Certificate of participation in AUB's Science Fair.

Basic First aid Certificate from the Lebanese Red Cross 2015.

### **SUMMARY SKILLS**

**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.