

ALI HAMDAN

Beirut, Lebanon

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EDUCATION

Lebanese University (LU) – Beirut, Lebanon | 2024 – Present
Masters in Law

Lebanese University (LU) – Beirut, Lebanon | 2019 – 2023
Bachelor Degree in Law

Riad Al Soloh School – Beirut, Lebanon | June 2018
Lebanese Baccalaureate in Life Sciences

PROFESSIONAL EXPERIENCE

Phoenicia University (PU) – Zahrani, Lebanon **Purchasing & Payment Officer – Finance Department**

September 2023 – March 2025

- Monitor and maintain accurate stock levels
- Order and replenish inventory as needed
- Conduct regular stock audits and reconciliations
- Process and verify payments to suppliers
- Reconcile invoices with payment records
- Ensure compliance with payment terms and internal policies

International Business Alliance – Congo, Africa

Administrative Assistant – Finance Department | July 2022 – September 2023

- Managing communication, scheduling, and calendar management
- Office organization and document preparation
- Data entry and record keeping
- Supporting staff and management

Brands & Beyond – Beirut, Lebanon

Store Manager | November 2021 – June 2022

- Trained and supervised staff to achieve store growth and customer satisfaction
- Assisted the accountant with bookkeeping and petty cash

BEETHERE – UAE

Customer Service | March 2021 – June 2021

- Assisted customers with inquiries and product information in English

SKILLS & INTERESTS

Languages: Arabic, English, French, Intermediate Lingala

Technical Skills: MS Word, Excel, PowerPoint

Hobbies: Sports and Boxing