

ALI TOHMAZ

Fresh Graduate | Finance | Accounting

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SUMMARY

Dedicated finance graduate with experience in accounting, data entry, and administrative operations. Strong analytical skills, adaptability, and commitment to continuous learning. Seeking to contribute to a dynamic finance or accounting team.

PROFESSIONAL EXPERIENCE

Nabatieh City Municipality

Administrative & Warehouse Assistant | 09/2022 – Present

- Managed data entry and reporting, ensuring reliability and consistency.
- Coordinated with other departments to ensure smooth workflow and efficiency.
- Prepared daily and monthly reports.
- Supported administrative functions including documentation, scheduling, and coordination tasks.
- Recognized for reliability, and temporarily assigned to a different department based on strong performance.
- Developed discipline and efficiency, while balancing work with academic commitment.

Lebanese Red Cross

Volunteer | 03/2025 – Present

- Contributed to community outreach, fundraising and awareness campaigns, and social initiatives.
- Assisted in coordination and documentation as a part of the secretary committee at the center.

EDUCATION

Lebanese University | Bachelor of Business Administration in Finance | 10/2022 – 09/2025

SKILLS

Microsoft Office | Odoo ERP | QuickBooks | Teamwork | Time Management | Communication | Adaptability

COURSES

Practical Accounting Program by PATC Center

Payroll Preparation, Taxes, and NSSF by PATC Center

EF SET English Language Certificate

QuickBooks Certified by Intuit

Accounting Fundamentals by Corporate Finance Institute

Introduction to Modeling by Financial Edge Training

Financial Analyst Course by Udemy

Advanced Excel by Edraak