

Ali Jamil Hijazi

✉ alihijazi693@hotmail.com | ☎ +96176074487

Professional Summary

Hardworking, reliable, dedicated, and competent Bachelor in Accounting Information Systems graduate and MBA candidate, who demonstrated high levels of motivation, work ethic, and responsibility; backed by 1 year of multiple internships and training in different business fields including sales, finance, marketing, and accounting.

Education

- **M1 – Accounting & Auditing**
Lebanese University — Oct. 2021 – June 2022
- **BAIS – Bachelor of Business Administration in Accounting Information Systems**
Lebanese International University — Oct. 2019 – June 2021
Cumulative GPA: 3.97
- **Transfer from Université Saint-Joseph de Beyrouth (USJ)**
Bachelor of Business Administration — 2018 – 2019
Average: 17.73/20
- **BAC 2 – General Science**
Ecole des filles de la charité – Saint Vincent de Paul — Sep. 2015 – June 2018
Final Grade: 16/20

Work Experience

- **Accountant – Intern**
Sonite LTD, Tema, Ghana — Sep 2021 – Oct 2021
 - Journal entries
 - Prepayments and accruals entries
 - Extraordinary events entries
 - Reconciliations: banks, clients, suppliers, inventory
 - Reports: trial balance, income statement, balance sheet, cash flow statement, sales register
 - Accounting software: Tally Prime

- **Accounting Assistant – Intern**
Sicom, Beirut, Lebanon — Aug 2021 – Sep 2021
 - Journal entries
 - Monthly reports
 - Reconciliations: cash, bank, clients
 - Letter of credit
 - Bank operations

- **Accountant – Trainee**
Book Keeper Accounting Training Academy, Beirut, Lebanon — May 2021 – Aug 2021
 - Data entry and journalization for various entity types
 - Payment vouchers and receipts
 - Daily, weekly, and monthly reports
 - Trial Balance, Income Statement, Closing, Balance Sheet
 - Accounting software: BackOffice

- **Sales Representative**
Tapis Hijazi, Beirut, Lebanon — Jan 2021 – Jul 2021
 - Selling carpets using solid arguments to prospective customers
 - Performing cost-benefit analyses
 - Maintaining positive business relationships
 - Conducting accounting entries and preparing financial reports

Workshops & Courses

- Islamic and non-Islamic Banks Workshop
- TV Presenting Diploma (Certified by the Ministry of Education)
- Self Portrait Drawing Workshop (December 2019)
- Sketching / Drawing Workshop (June 2019)
- Graphic Design Diploma (Certified by the Ministry of Education)
- Short Movie Workshop
- Financial Modeling using Microsoft Excel

Conferences & Seminars

- GC LAU MUN – Model United Nations — 2017
Certificate of Participation
- LAU MAL – Model Arab League — 2018
Certificate of Participation

Summary Skills

Languages

- Arabic: Native
- English: Upper Intermediate
- French: Upper Intermediate
- Persian: Intermediate
- Spanish: Beginner

Computer Skills

- Microsoft Office Suite skills (Word, Excel, PowerPoint)

Soft Skills

- Knowledge of regulatory standards
- General business knowledge
- Ability to work both independently and as a team member
- Excellent Interpersonal Skills
- Software proficiency
- Attention to details
- Effective communication
- Critical thinking
- Service orientation
- Problem-solving
- Creativity

Interests

- Drawing
- Presenting
- Photography
- Montage
- Graphic Design