

AYOUB NAJJAR

Beirut, Lebanon | +961 71 256101 | ayoubnajjar89@gmail.com
linkedin.com/in/ayoub-najjar-39a160306

PROFESSIONAL SUMMARY

Business Management graduate with experience in banking compliance, financial data processing, and operational support. Skilled in administrative coordination, documentation management, and data entry using AS/400, HST, and Unicheck. Seeking roles in finance, operations, or administration.

WORK EXPERIENCE

Assistant Legal Compliance Coordinator

BLOM Bank | Oct 2024 – Jun 2025

- Processed transactional financial data using AS/400, HST, and Unicheck.
- Maintained compliance documentation and supported internal audits.
- Assisted legal compliance team with administrative and regulatory tasks.

Assistant Manager

Khaled Chehab Warehouse | Jul 2023 – Feb 2024

- Supervised warehouse operations: inventory, pricing, invoicing, and cashier activities.
- Maintained stock records and coordinated logistics for operational efficiency.
- Performed data entry, document management, and customer communication.

Commis Chef (Vocational Program)

House of EL&N – Beirut Franchise | Oct 2025 – Dec 2025

- Assisted kitchen operations while ensuring hygiene and food safety standards.
 - Managed inventory labeling and monitored expiration using FIFO procedures.
 - Supported team workflow for efficient preparation and service.
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SKILLS

Technical: AS/400, HST, Unichex, Excel, Word, PowerPoint, Data Entry, Document Management, Banking Operations, Compliance Documentation, Inventory Management

Soft: Problem Solving, Communication, Teamwork, Attention to Detail, Organizational Skills, Time Management

EDUCATION

Bachelor of Business Administration (BBA)

Beirut Arab University | Jun 2024

PROFESSIONAL DEVELOPMENT

- Hospitality Training – ANERA & UNICEF (CBT Program), Aug – Oct 2025
 - Compliance & Banking Sessions – BLOM Bank (FATCA, CRS, Correspondent Banking)
 - Sales Training – Securite Assurance
 - Effective Problem-Solving & Decision Making – Coursera (UC Irvine)
 - IC3 Digital Literacy Certification – Beirut Arab University
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VOLUNTEERING

Volunteer – Ibad Al Rahman Organization | Jul 2016 – May 2018

- Contributed 500+ hours supporting food distribution and community programs.
 - Assisted with library organization and preparation of food rations for families.
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LANGUAGES

Arabic – Fluent | English – Fluent