

IBRAHIM GHANDOUR



CONTACT

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Beirut, Lebanon

SKILLS

- Excellent written, verbal communication & Customer Service skills.
- Work independently & under stress. Capable of handling difficult customers and staff.
- Prioritize tasks depending on urgency and impact.
- Adaptability & flexibility.
- Time management.
- Positive can-do attitude.
- Multilingual (English, French & Arabic).
- Experienced with Microsoft Office Programs (Outlook, Word, Excel, Power Point).
- Worldspan Software.
- Bee Software.

OBJECTIVE

Dedicated and experienced accounting professional with proven success managing finances for mid-size commercial organizations. Seeking an opportunity to use my decade of experience to serve the state government. I seek challenging opportunities where i can fully use my skills for the success of the organization.

EXPERIENCE

Khalifeh for Oil & Lubricants

April 2018 - Present

Accountant

- Accounting officer: Full operation of accounting ERP system - BEE software.
- Communication with banks for orders, payments (debit and credit).
- Deal with bank reconciliation and inventory accounting.
- Preparing and issuing of reports, balance sheets, trial balances, income statements.
- Internal coordination between departments regarding budget and financial strategies affecting payroll, procurement and sales.
- Preparation of tenders for private and public sector.
- Stock management.
- Negotiating, initiating and following up orders with local and foreign customers and suppliers.

Merhi Abou Merhi Travel Agency

September 2017 - December 2017

Customer Service Agent (Internship)

- Responsible for ordering and issuing tickets from various flight and cruise companies using Worldspan software.
- Guiding clients with all types of visas and assisting them with applications and formalities.
- Assisting clients with their inquiries by phone and e-mail.
- Worked well to achieve goals and made sure all queues and updates are checked regularly.

Fenicia Bank

January 2016 - April 2016

Teller (Internship)

- Help clients make deposits and withdrawals from their savings accounts.
- Assisting customers with their banking inquiries including, but not limited to personal account inquiries and explaining the various products of interest to them.
- Currency exchange based on live prices.
- Participate in a project to promote a new product.



EDUCATION

Lebanese International University

2018

Bachelor degree in business management