****

**ATAA RADWAN**

**Personal information:**

**Birth date and place** : 6th of February, 1989.Sarba - Beirut - Lebanon

**Nationality** : Lebanese

**Marital status** : Single

**Phone number** : 961-3099519

**Email Address** : ataa\_100@hotmail.com

**Education:**

**Jan 2007- Sep 2010** BA in Business, USEK;

Kaslik, Lebanon;

Major: Finance

Date of Graduation: 10/07/2010.

**Working Experience:**

**January 2016 – Present MH Co For Trade/ Badaro**

 **Accountant**

* Tracking invoices in order to be returned, signed and stamped by the clients.
* Preparing reports regarding pending invoices and resolve any discrepancy by contacting the clients.
* Daily journal transactions including payment vouchers, receipt vouchers, issuing Debit and Credit notes, advances and loans.
* Tracking orders to be imported and back to back as well by controlling the forwarders fees and re-checking each order after doing the JV’s required.
* Reconciliation of 7 Banks with 4 types of accounts each: L/C, Aval, Finance, and Draft.
* Issuing end of month statement of accounts to clients.
* Assist in end of month closing procedures.
* Issuing and tracking end of year confirmations letters.

**April 2016 – November 2016 Alpha Club (Travel Agency)/ Cornish De Fleuve**

 **Accounting Administrator**

I can list some of my Duties as the below:

* Collections on weekly basis.
* Payables on weekly basis.
* Handle the receivable process from contacting the clients by email or phone call or regularly send our courier to check about any ready payments.
* Handle the doubtful clients list and trying to contact them from time to time.
* Billing all kinds of Tickets, Hotels, Travel Insurance, and other extra services for more than multinational companies.
* Bank/Suppliers/Clients reconciliation on weekly basis to maintain balanced records.
* Execute, verify, reconcile and pay the BSP report each 15 days to the IATA.
* Prepare checks/Cash for various payments.
* Building an excellent relationship with all clients in order to maintain a good collection and cash flow.
* Resolve any discrepancy with clients/banks/suppliers regarding any billing problems.

**January 2012- March 2015 Agency for All (Retail Company)/ zouk**

Finance department (Accountant, Stock Controller) & Showroom

 Manager.

 I can list some of my Duties as the below:

* + - * + Making Daily transactions + journal vouchers: Expenses & Third Parties payments (including Bank Transfers, VAT, NSSF, Advances, and Loans…).
				+ Bank Reconciliation & Visa Reconciliation.
				+ Daily Cash Handling (Bank deposit + transfers).
				+ Maintains Accounting records/Filing all kinds of documents.
				+ Invoicing + Assisting in VAT reports.
				+ Stock Control (In and Out).
				+ Data Entry.
				+ HR officer (Filing employees records, interviewing candidates and recruiting them, offering and negotiating salaries, explaining job description for each position, tracking employees performance)
				+ Showroom Manager (Set up shifts, days off, and breaks).
				+ Problem solving + Sales skills.
				+ Making Transfers and returns from and to branches.
				+ Responsible for in and out of the stock.
				+ Payroll.
				+ Payment salaries to employees.
				+ **Closing big deal (Sales High-end furniture) in thousands of $ each.**
				+ **Hitting the Sales Target during the last 3 years.**
				+ **Working on searching for more clients in all the 3 company showrooms that would be interested in that kind of furniture.**

**May 2010- Dec 2011 Petit Café/Kaslik**

Cashier Control & Accounting and Data Entry Officer

 **July 2008 - October 2008 CDS for technology**; **(Training)**

 Verdun, Lebanon;

 Finance department.

**January 2009- October 2009 Away travel & Tours**; **(Training)**

Zouk Mikael, Lebanon;

 Finance/Sales department.

**Extracurricular Activities:**

**November 2006 until 2009 Olympia de kaslik/ les diseurs**

Beirut - Lebanon

 *Barr manager*

**Year 2007 Head waiter/ Diwan Al Derwandi**

Jounieh – Lebanon

**Languages:**

Fluent in Arabic, French and English.

**Computer Skills:**

Microsoft Office: Word, Excel, Power Point; Internet (Web surfing & browsing), Visual Dolphin (3 years’ experience)

**Hobbies and Personal Data:**

Sports (Basketball – swimming – football…), all kinds of Music.

Enjoy travelling and learning new cultures and languages.

Avid supporter of the environment.

**More than 3 years of online advertising and sales experience of Electronics products (Mobile phones, Laptops, Tablets…)**

**References:**

Available upon request.