



EID

ABDELHAY

Accounting & Information Specialist

NATIONALITY :
Lebanese

BIRTH DATE:
17 June 1992

Current Address:
Tripoli, Lebanon

Years of Experience:
+9 Years

MOBILE:
+961 71 649 637

E-MAIL :
abdelhay.eid@outlook.com

I am self-motivated, ambitious and eager to learn. I am a responsible individual with strong communication skills and work ethics besides being creative, focused and highly determined. I am willing to take responsibility and work independently.

At the same time, I can work well in teams. Being bilingual gives me the chance to function efficiently in both English and Arabic. I have a well experience in (programs, warehouse, Cost Controller, Inventory, Invoicing ...) that allows me to develop and combine between business, accounting and IT.

TIME LINE 2013 - 2023

X Companies

Open For Opportunity

Education Certificates

Years Of Experience

Spinneys
Accounting

Riyad Alomary
Marketing

Al Amin Roastories
Cost Controller
& Inventory Management

SMART SECURITY
Billing & Receiving
order

SABCO
Invoicing specialist

2013 2014 2015 2016 2017 2018 2019 2020 2021 2022 2023

2010 BT. AT. Technical Bachelor
In Information & Accountant

2013 B.BA. Bachelor of Business Administration
In Business Computing

WORK EXPERIENCE

Invoicing specialist

Tripoli, Lebanon

SABCO

Mar 2022

I am currently working in the billing department, organizing files, and monitoring invoices and goods. And working on permanent coordinator between departments on the part of the seller and customers in order for the work to succeed, in addition to communicating with the accounting department to monitor accounts and solves all problems.

Billing & Receiving orders

Tripoli, Lebanon

SMART SECURITY COMPANY

Mar 2020-Feb 2022

I worked in the accounting department, and my responsibility is billing, receiving customer requests and following up the details and monitor the required documents through coordination between us and the operation room, we use the BMS program that helps the company in all matters.

EDUCATION

Université Libano-Francaise
Dedeh, Lebanon B.B. BC

Year of 2013

B.Sc. CS, Bachelor of Business
Admin. In Business Computing

Nader Lebanon

Dedeh, Lebanon BT. AT

Year of 2010

Technical Bachelor
In Accountant & Information

Stock Controller & Inventory Management

Akkar, Lebanon

AL AMIN ROASTORIES

Apt 2017-Feb 2020

I was responsible for entering the informations in production department and defining the items and their prices at the rest of the branches in addition to monitoring the sales movement . And preparation the inventory of goods and invoices the purchases and sales in the institution and track the movement of items by using Microsoft Dynamics(Nav).

Marketing

Tripoli, Lebanon

RIYADH ALOMARY

Jul 2015 - June 2016

I was part of the marketing team and assists in developing and executing campaigns to gain prospective customers and increase sales. In addition to manage the company website and social media accounts and ensure consistent branding across digital and traditional channels.

Accounting

Tripoli, Lebanon

SPINNEYS

Mar. 2013-Jun 2014

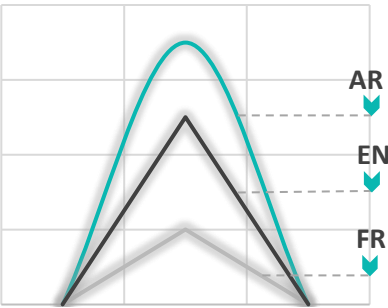
My duty was to help manage all forms of financial accounts within the organization. In addition to keep accurate records of both accounts payable and accounts receivable, and ensuring that invoices are paid where necessary, and that clients pay invoices as required.

SKILLS

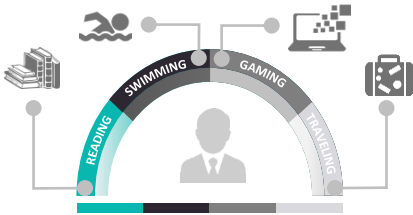
- MICROSOFT OFFICE (WORD, EXCEL, ACCESS, ...)
- ADOBE (PHOTOSHOP, INDESIGN, ILLUSTRATOR)
- VIDEO MAKER (CINEMA 4K)
- AUTODESK (AUTOCAD 2D & 3D)
- WEB DESIGN & DEVELOPMENT (PHP, CSS, AJAX ETC...)
- COMMUNICATION SKILLS
- ERP SYSTEM (ORACLE, DYNAMIC)
- DATA ENTRY
- INVOICING
- WORK UNDER PRESSURE
- GOOD KNOWLEDGE IN AUDIO / VISUAL SYSTEMS
- NETWORKING & CLOUD SOLUTIONS
- MICROSOFT DYNAMICS

LANGUAGES

- Arabic: Native Language
- English: Fluent
- French: Basic



HOBBIES



HOME ADDRESS



LINKEDIN

