

Wafik Makki

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Professional profile

To achieve excellence in the field of accounting, taxation, finance and diligently provide services to the organization through hard work and dedication. I am friendly and outgoing customer service officer with a passion for retail and business. My studies and my previous work experience have all been in these areas, and I am currently looking to progress my career in a more challenging role. I have the excellent ability to supervised manage and motivate other team member.

EXPERIENCE

American University of Culture and Education

2023-2024

Assistant Dean in the School of Business Administration

Beirut, Lebanon

- Supporting the Dean in the management and organization of college affairs
- Coordination of academic programs
- Monitor student progress,
- Participant in administrative and organizational decision – making to improve College performance.

Centre point_ City Center Beirut

2022

Assistant Manager

Beirut, Lebanon

- Maintain working relationships with existing customers to ensure exceptional service
- Identify potential new sales opportunities and close the branch and open it with a precise organization.
- Highly marketed and efficient in product presentation
- We have achieved a lot of distinctive target compared to other branches

Al-Omaraa bakery

2021

Accounting

Beirut, Lebanon

- Publication of balance sheet
- Accounting entries
- Consumption of fixed assets

AL-Rida and yassine companies

Accounting and auditing

- Social security billing
- Data entry
- Amending invoices

2020

Beirut, Lebanon

La Farina Bakery

Accounting

- Assist the Accounting manager
- Auditing daily accounts

2019

Beirut, Lebanon

FAA

Accounting Intern

- TVA
- Audit
- Cost control

2018

Beirut, Lebanon

EDUCATION

American University of Culture and Education

Masters of Accounting and Finance

2022- 2024

Beirut, Lebanon

American University of Culture and Education

Bachelor of Business Accounting management

2019- 2022

Beirut, Lebanon

Skills

Problem solving, Communication, Customer service, Microsoft office (Excel, Word, Power point, Access), Photographic Leadership, Creativity, Problem solving, Time management, Public speaking.

Languages

Arabic (Mother tongue)

French(A2)

English (C1)

Spanish(C1)

Italian(C1)