

# RESUME MOAD KABOKA



1<sup>st</sup> address

Libya- Tripoli,

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## Education & Licenses

- Continuing Education: has attended over 25 short courses and supervision for projects as (BS, Administrative and Financial Sciences).
- BS, Account Engineering, Faculty of Administrative and Financial Sciences Tripoli, Libya, 2017-2018.

## Competencies

- Account Engineer - Software
- Account Engineer - Problem solving
- Account Engineer - Sales closing
- Account Engineer - Phone sales
- Account Engineer - Lead prospecting
- Account Engineer - Account development
- Account Engineer - Revenue generation
- Account Engineer - Lead generation
- Account Engineer - B2B and B2Csales
- Account Engineer - resolution
- Account Engineer - Prospecting and networking skills

## Employment History

**Melitah oil and gas (MOG)**

**FEB, 2018 – April, 2018**

➤ *Associated sales account executive*

In charge of sales account executive with 3 months of diverse experience with small and medium business. Practically strong working in fast-paced excellent environments revenue and closing sales with satisfied small to medium size business customers. that includes as follows is

**Area of Responsibility:**

- **Payroll Department**
- **Procurement Department**
- **Budget Department**
- **Treasury Department**
- **Payments Department**
- **stock Department**
- **Auditing Department**
- **Insurance Department**

**Wazen Oil Services – Solutions that flow with success**

**Apr,2019 – present**

➤ *account executive- paper*

In charge of financial department, performed in Libya that includes as follows is

- Completes payments and controls expenses by receiving, processing, verifying, and reconciling invoices.
- Reconciles processed work by verifying entries and comparing system reports to balances.
- Charges expenses to accounts and cost centers by analyzing invoice/expense reports; recording entries.
- Pays vendors by monitoring discount opportunities, verifying federal id numbers, scheduling and preparing checks, and resolving purchase order, contract, invoice, or payment discrepancies and documentation.
- Ensures credit is received for outstanding memos.
- Issues stop-payments or purchase order amendments.
- Pays employees by receiving and verifying expense reports and requests for advances; preparing checks.

- Maintains accounting ledgers by verifying and posting account transactions.
- Maintains historical records by microfilming and filing documents.
- Disburses petty cash by recording entry and verifying documentation.
- Reports sales taxes by calculating requirements on paid invoices.
- Protects organization's value by keeping information confidential.
- Updates job knowledge by participating in educational opportunities.
- Accomplishes accounting and organization mission by completing related results as needed.

**Personal**

- Libyan Nationality.
- Single.