



NAGI HARIK

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🏠 Lebanon, Beirut

👤 Nagi Harik

EDUCATION

Bachelor of
Administrative Studies:
**Business
administration and
management**

Holy Spirit University
of Kaslik Lebanon,
Kaslik
(2013-2017)

CERTIFICATES

IELTS Certificate

British Council of
Lebanon
(2019)

PROFESSIONAL SUMMARY

Senior accounts receivable specialist and outstanding performer with more than 6 years of experience in collection and customer service domain. Possesses proven capacity to approach problems creatively and effectively. Works exceptionally well under pressure with all levels of managerial positions.

WORK HISTORY

Accounts Receivables Specialist

Promedz Lebanon, Beirut
(Aug 2019 - Present)

- Reviewed contracts and agreements to identify potential risks and ideal mitigation strategies.
- Handled hospital's credit limitation according to internal risk management policies.
- Employed strong program management skills to successfully define and manage ongoing initiatives designed to control liability risk.
- Produced and filled monthly reports to inform management of current activities (dues expected collection) and progress with delinquent accounts.

Collection Officer

Money S.a.l. Lebanon, Beirut
(May 2017 – May 2019)

- Counseled debtors on payment options and arranged installment agreements.
- Monitored accounts for compliance with established payment plans and flagged those in violation.
- Discussed options with delinquent clients in terms of proposed solutions or foreclosure.
- Helped clients plan payoff strategies for various types of loans, including commercial, home equity, mixed use and multi-family debts.

SKILLS

English, French and
Arabic language
Fluency



Communication
skills



Guest Experience



Leadership



Strategic planning
and analysis



Problem Resolution



HOBBIES

- Basketball
(Professional
Level)
- Football
- Hunting
- Mixed Martial
- Arts

REFERENCES

References are
available upon
request.

Front Office Manager

Monteverde Hotel, Lebanon, Mansourieh

(Apr 2015 – May 2017)

- Established and updated work schedules to account for changing staff levels and expected workloads.
- Resolved issues through active listening and escalating major problems to higher management in order to improve customer experience and satisfaction.
- Prepared daily financial and occupancy reports to assist business leaders with key decision making and strategic operation planning.
- Supervised and guided new employees on hotel's software and clarified job responsibilities.

Night Auditor

Universal Hotels, Lebanon, Zalka

(Mar 2013 – Apr 2015)

- Controlled cash and credit card payment transactions at front desk using balance sheet statement and verified settlement reports.
- Updated customer accounts with add-on room charges, including mini bar use and room service bills.
- Entered customer data using internal security software and updated information with modification.
- Completed night audit for guest ledgers to close bank and cash registers.

ADDITIONAL EXPERIENCE

Part-Time Job Employee at 'Overseas shipping'

Lebanon, Beirut

(2014)

- Prepared entry preformat for incoming vessels
- Helped organizing ships arrival and sailing Schedule.
- Executed reports for the whole unloading and Transit process.