Khaled Chatila

Curriculum Vitae

Lebanon, Beirut, Hamra,

Abou Taleb street, Zahra & Shatila Bld. - 4th flr.

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Age: 24

Work History

September 2013 – February 2014 (6 Months)

Accountant at ManPower Service S.A.R.L.

Company Industry: Support Service for Phoenicia Intercontinental Hotel, Beirut.

* Control and apply all accounting transactions (invoices, purchases, payments, receipts, journals)
* Preparing Payroll (CNSS + Salaries)
* Declaring and Paying the NSSF on monthly basis.
* Bank Reconciliation on monthly basis
* Dealing with external & internal auditors for Tax declaration and payments.

June 2013 – July 2013 (2 months)

Accounting Internship at Menaf Accounting Office, Karakas, Beirut

January 2013 – May 2013 (5 months)

Staff Audit at Bestseller Retail, all shops in Lebanon

July 2009 – August 2013 (4 years)

Cashier at Bestseller Retail, Jack & Jones, Modca branch, Hamra, Beirut

* Receiving Payments by cash, credit cards, checks, and vouchers.
* Issue receipts, refunds, credits, or change due to customers.
* Count money in the cash drawers at the beginning of my shift to ensure that the amounts are correct.
* Maintain a clean and orderly cash register area.
* Identify prices of goods, using cash registers, and optical price scanners.
* Answer customers' questions, and provide information on procedures or policies.

Education

* Beirut Arab University (2009-2013)

Faculty of Business Administration

Bachelor in Accounting

With grade (GPA) = 2.67

Language

* Mother Tongue: Arabic
* Fluent in spoken & written English

Computer Literacy

Earned an International Computer Driving License ( ICDL) :

* Concepts of Information and Communication
* Word Processing
* Spreadsheets
* Using Database
* Web Browsing and Communication

Personal Qualities

* Ability to work under pressure
* Team player.

Interests

* Hearing music & watching t.v.
* .Staying fit & healthy

References will be given upon request.