

Ain el remeneh ,Ghanoum street roger_bechara@yahoo.com Tel: 01/395792 Mob: 03/744382

Name: Roger Bechara

Date of Birth: 27 May 1991

Marital Status: Single

Objective: I seek to place my acquired knowledge through my years of education and experience into practice aiming to share and exchange experience which might be a value added to institution that I will be joining.

EDUCATION: **Arab Open University** **2010-2011 Till Present**
Business Studies and Accounting

Sagesse Technique **2009-2010**
Bt3 Comptabilite et Informatique
Worked full time while attending school

WORK EXPERIENCE:
From 01/02/2014 Till Present **NAKHAL&CO** **Badaro, Sami El Soloh street**

Accounting department

- Controlling incoming bills
- Controlling the statement
- Correcting the error
- Making receipt to client
- Helping the customers with the travel loan
- Cashier
- Reconciliation with supplier statement
- Controlling the cash flow of other branch
- Preparing r3 r4 r6
- Organizing the files of the tour leader

From 07/2010 till 31/01/2014 **Mersaco** **Ain El Remmaneh**
Retour Department

- Making Sales Reports
- Controlling Incoming Bills
- Incoming merchandises Data Entry
- Preparing the stock inventory

2007 to 2009 **Ghattas Maalouf Library/ Book Dealer** **Ain El Remeneh**

- Preparing faxes for customers
- Delivering

LANGUAGES:

English	Very good
French	Excellent
Arabic	Native language

COMPUTER SKILLS

MS DOS (Office, Excel, Power point, Access) Oracle, FOCUS, NIS.

HOBBIES:

Swimming and Camping