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| CHWEIFAT, DER-KOUBEL, LEBANON. |
| Phone 0096170939013 • E-mail mohammadkarnib@live.com |

MOHAMMAD KARNIB

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|  | B.A degree in business administration (banking & finance major). More than seven years of experience with local and multinational companies,  Accurate person even when subject topressure. Negotiation skills, team spirit and good interpersonal skills. |
| Personal information | |
|  | Date of birth: Jan 01, 1984  Marital status: Single  Nationality: Lebanese |
| Education | |
|  | 2002-2006 MECAT UNIVERSITY HAMRA-BEIRUT  **B.A, Business Administration (Banking &Finance)**  2002 AMJAD SCHOOL CHWEIFAT   1. **Socio-Eco** |
| experience | |
|  | **April 08 – Present WER S.A.L HAMRA-BEIRUT**  Accountant, Administrative officer   * Management of the general operating expenses of the company. * Reconciliation of bank accounts. * Work on electronic filing system that will help reduce filing spaces especially for tons of non-original documents provided by other branches for edit purposes at the mother company. * Preparation of declarations of the C.N.S.S and VAT. * Help reduce cost of goods purchased at Beirut and exported to Equatorial Guinea by advising a procurement procedure and by restriction of partial shipments and air freight ones, and this by management of the orders and the delivery terms.   **March 07-March 08 TRADAX S.A.L.**  Accountant, Invoicing & Inventory control   * Management of the general operating expenses of the company. * Inventory control; management of all movements of stock. * Invoicing, issuing payments and receipts, clients follow up. * Reconciliation of bank accounts. * Preparation of declarations of the C.N.S.S and VAT. * Provide the external and internal auditors with all the reports and documentation necessary to achieve their task and work with them on specific financial reports. * Filing. |
| Languages | |
|  | Arabic: very well spoken, written and read.  English: well spoken, written and read.  French: well spoken, written and read. |
| Summary of qualifications | |
|  | 1. Computer skills: Word, Excel, internet. 2. Software: EDM (accounting and stock software), Visual Fox Pro (Sherry tree) (accounting and stock software), Laserfiche (electronic filing system). |
| References | |
|  | Available upon request. |