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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, 1984Marital status: SingleNationality: Lebanese |
| Education |
|  | 2002-2006 MECAT UNIVERSITY HAMRA-BEIRUT**B.A, Business Administration (Banking &Finance)**2002 AMJAD SCHOOL CHWEIFAT 1. **Socio-Eco**
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| 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.
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| 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).
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| References |
|  | Available upon request. |