**Georgette ALAM**

Rue Karkafe Date of Birth: October 8, 1989

Chamat Place of Birth: Okeibe, Lebanon

Jbeil, Lebanon Citizenship: Lebanese

Mobile: 70/126523 Marital Status: Single

Email: georgettealam@hotmail.co.uk

Education:

September 2007 – June 2011: Bachelor of Business Administration;

 University Of Holy Spirit Kaslik (USEK);

 Kaslik, Lebanon;

 Major: Finance

 GPA: 3.2/4

 Date of graduation: Fall 2011

September 2012 – June 2015: Master of Business Administration (M.B.A)

 University Of Holy Spirit Kaslik (USEK);

Kaslik, Lebanon;

Major: Finance

GPA: 3.6/4

Date of graduation: Spring 2015

Experience:

September 2007 – May 2009: Customer service;

 Libretek Copy Center, Kaslik, Lebanon;

* Assisted customers;
* Held responsibility of cash and customers’ accounts;
* Formulated teams and assigned tasks;

April 2011 – July 2011: Junior Accountant;

 Jbeil Super Market, Jbeil, Lebanon;

* Processed journal entries ;
* Performed bank reconciliations ;
* Prepared payments to suppliers according to maturity and contracts;

July 2011 – Present: Accountant;

 Sonaco SARL, Gherfine, Lebanon;

* Proceeding invoices, sales returns, credit notes, debit notes, purchases, etc;
* Performing reconciliations and corrections.
* Processing journal entries on Dolphin and Visual Dolphin;
* Coordinating with stock keeper and stock controller.
* Preparing payrolls and employees’ salaries and CNSS documents;
* Managing Account payables & receivables and preparing checks and bank transfers to be signed.
* Performing Regular month end closing activities and keeping systems up to date.
* Preparing cash positions and several recurring reports.
* Assisting in stock control and periodical inventory.
* Data entry and control for end of year inventory.

Computer Skills: Microsoft Applications: Word, Excel, Power Point; excellent research skills; Adobe Photoshop.

Languages: Speaking Writing Reading

English Excellent Excellent Excellent

French Excellent Excellent Excellent

Arabic Excellent Excellent Excellent

Personal Data: Enjoy reading, biking, skiing, swimming and tennis.

References: Available upon request.