

BEKAA
RAYAK-DALLOUL STREET

PHONE: +961 70 950 837

EMAIL:
rana_mimassi@hotmail.com

BEIRUT-HAZMIEH

RANA MIMASSI

Personal details

Full name: Rana Elias Mimassi

Date & place of Birth: May 1, 1989, Rayak – Lebanon

Nationality: Lebanese

Marital Status: Single

Objective

Seeking a challenging opportunity in a growing company in which I can enhance my knowledge and experience.

Education

- * 2011– 2014: BA in Banking and Finance (Antonine University-Zahle)
- * 2007 – 2012: BA in Social Sciences (Lebanese University-Zahle)
- * 2004-2006: Secondary School (Antonine School-Rayak)

Work

Experience

- * 15/10/2014 – to present: Junior Accountant at Mistral Wind International SAL working in a multiple companies environment. Major tasks: account receivable (invoicing control, receipts entry and money collection), account payable (billing entry, payments and bank transfers to suppliers using banking online system) and preparing statement of accounts and journal entries (operating on a).
- * 01/08/2013 – 31/08/2013: Training at Byblos Bank SAL (Jdita)
- * 2009 – 2013: Tour guide at Chateau Ksara
Direct communication with visitors.

Languages

- * Arabic: native language
- * French: written & spoken very good
- * English: written & spoken very good

Computer skills

- * Microsoft office (Word, Excel, Power point, Microsoft Outlook),
Internet surfing and capacity to learn any accounting software.

Interest/activity

- * swimming, hiking, traveling and music.

References and additional information available upon request