Anna-Christina RAAD

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Email: anna.christina.raad@hotmail.com

February 19, 2016

Wild Discovery

Pasteur Street, Beirut 6868

Beirut, Lebanon

Dear Madam or Sir,

I am writing to you to apply for a vacancy in your esteemed company. I am interested in the Accountant position, because my educational background, skills and motivation allow me to bring an added value to Wild Discovery, where I can contribute to the best of my abilities to its growth, as well as to enable me to integrate and develop my skills.

I hold a Bachelor of Science in Management from the American University of Science and Technology. Through my studies, I was able to gain a deep understanding of the business world in general and management in particular and to develop my skills in business research and analysis, communication, project and strategic management, accounting and finance. For instance, I have acquired and further developed my skills in identifying and meeting customer needs in terms of communicating economic events, products and services, and delivering financial transactions; recording them by preparing and analyzing financial statements. Furthermore, I have developed my critical thinking, presentation and problem solving skills. Lastly, I have developed my computer skills and the use of business software at university and during the jobs I have held previously.

I have held positions in customer service and sales, where I gained considerable experience in interacting and dealing with customers and meeting their expectations as well as the desirable goals of the businesses I was working at. Therefore, I have learned the essence of team work, the importance of customer satisfaction and to exceed clients’ expectations. Last but not least, I have worked, as I always do, with professionalism, attention to detail, and utmost respect to credibility and confidentiality. Please find attached a copy of my resume detailing my skills.

Finally, I believe that my experience, skills and academic background, as well as my professional-hardworking character and drive toward excellence make me fit to your company’s needs as they correspond to what you are looking for. If you have any questions, feel free to contact me at 76-384 299 or anna.christina.raad@hotmail.com

Thank you for your consideration.

Yours Sincerely,

Anna Christina Raad

Anna Christina RAAD

2nd Floor St. Rita Building, Mansourieh Old Road,

Metn, Beirut, Lebanon

Cell Phone: 76384299

E-mail: anna.christina.raad@hotmail.com

Objectives

Graduate seeking an opportunity to advance in the field of Business Management and to contribute to the success of your esteemed institution.

Work Experience

* Pointure(Beirut-Mar Mitir, Lebanon)

**Cashier**(August 10 2015- January 31 2016)

Main Tasks: *Invoicing purchases, receiving cash, cheques and credit card payments, solving customer dilemmas, issue payments, file company’s transferred products to Ashrafieh branch, issue Detax for traveling customers, give a daily report of the petty cash.*

* MarkaVIP, Mansourieh

**Customer Service** (June 2012 – October 2012)

Main Tasks*: Helping customers in using the website, facilitate the purchase process for them, solving complaints and answering purchasers questions and achieve customer satisfaction.*

* ABC, Ashrafieh, Beirut

Sales’ Person (November 2011 – January 2012)

Main Tasks: *Customer service, responsible for the goods, providing clients with desired goods, maintenance of organized and tidy location, approving and cancelling purchases online.*

* Splash Land (Ain Saade Main Road, Lebanon)

**Receptionist/ Helper** ( May 2011– October 2011)

Main Tasks: ***Taking phone calls****, booking birthdays, responsible for games and for ticketing, and bag inspector, advertising for the launching of the summer camp of 2011, responsible for children’s well-being, supervising the children (age 11-13),and animation for the summer camp****,*** *give a daily report of the petty cash.*

Education

Bachelor of Science in Business Management (GPA: 3.55) 2011 - 2015

American University of Science and Technology, *Ashrafieh, Beirut*

Baccalaureate II – Sociology and Economics 2010

**Sagesse High School, Ain Saade**

**Skills and Competences**

**Professional skills:**

* Professionalism
* Critical Thinking
* Research and Analytical skills
* Time Management
* Active Listener
* Team Player
* Dedicated and Committed
* Organized
* Ability to Adapt
* Good Communication and Interpersonal Skills
* Dynamic and Motivated

**Computer skills**

* Good computer skills (MS word, Excel…)
* MS project
* Netsuite
* Magento

**Languages**

* Arabic (Native)
* English (Read, Spoken, Written)
* French (Intermediate)

**Certification and Awards**

Corporate Social Responsibility : A Corner Stone for Sustainability **2014**

**American University of Science and Technology**

**References**

Available upon request