

Marwan Al Shwairy

Senior Accountant



Kfarshima, Lebanon

29-Dec-85

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marwanshwairy@gmail.com

Seeking a position at a respectful company.

Education

Hadat, Lebanon

1988 - 2003

Beirut Community School

Sociology and Economics Bac II

Ashrafieh, Lebanon

2003 - 2004

YWCA

BT3 in Accounting and Computer

Experience

Badaro, Lebanon

Nov 2014 to Present

Part Time

So Wi-Fi Lebanon

Dealing in internet solutions and a reseller of routers

Salesman

Ashrafieh, Lebanon

May 2014 to October 2015

Part Time

Abou Shawarma

Dealing in Food and Catering

Senior Accountant

Brief Description of duties: Accounting, Inventory, Tax on wages and salaries

Dekwaneh, Lebanon

Nov 2013 - August 2014

Part Time

All Times Resto-Café

Dealing in Food and Catering

Senior Accountant

Brief Description of duties: Accounting, NSSF, Inventory, Stock controller, Bank correspondence, Tax on wages and salaries

Sin Al Fil, Lebanon
March 2013 to September 2015
Full Time

Bahou Heritage SAL
Insurance Broker
Senior Accountant & Executive Assistant
Brief Description of duties: Accounting, NSSF, Premium Settlement, Collection, Bank Correspondence, office maintenance, Ticketing, Tax on wages and salaries

Dekwaneh, Lebanon
Sept 2011 - Nov 2012
Full Time

All Times Resto-Café
Dealing in Food and Catering
Senior Accountant
Brief Description of duties: Accounting, NSSF, Inventory, Stock controller, Purchasing, Bank correspondence, Tax on wages and salaries

Monrovia, Liberia, Africa
Oct 2009 - Sept 2011
Full Time

Thunder Bird Corporation (3 Branches in Liberia-Sister Company for World Trading)
Dealing in Retail and Wholesale in oil lubricants, Tires all Kinds, Types of tires, automotive spare parts, Batteries, Car Accessories.
Assistant Manager
Brief Description of duties: Marketing, Sales, Pricing, Credit collection, Purchasing, Inventory, Accounting, Bank Correspondence, Stock controller, Customer service, controlling all departments, Leader for a staff

Sierra Leone, Africa
March 2008 - Oct 2009
Full Time

World Trading, Sister Company for Thunder Bird Corporation
Assistant Manager
Brief Description of duties: Marketing, Sales, Pricing, Credit collection, Purchasing, Inventory, Accounting, Bank Correspondence, Stock controller, Customer service, controlling all departments, Leader for a staff.

Bchamoun, Lebanon
Dec 2005 - March 2008
Full Time

Halabi Trading EST
Office & Assistant Manager, Assistant Accountant, Salesman, Data Entry
Brief Description of duties: MRV's, Items Barcodes, Pricing, Accounting, Bank Operations, Sales, Stock Controller, Customer service, Marketing, Inventory, Dealing with Salesmen, Data Entry, Monthly Reports Regarding the Operation, Monthly Studies for the items & Brands Transactions

Bchamoun, Lebanon
Dec 2005 - March 2008
Full Time

Index Smart Furniture Center (3 Branches in Lebanon)
Sister Company for Halabi Trading EST
Dealing in Retail & Wholesale in House & Office Furniture, Articles gifts, Paintings, Carpets

Bchamoun, Lebanon
Dec 2005 - March 2008

Full Time

Givani Furniture Center (UAE) & Viva Furniture Center
(Dubai) - Sisters Companies for Halabi & Index
Stock Controller, MRV's, Items
Barcodes,
Monthly Reports. (Controlling from Lebanon)

Zalka, Lebanon
Oct 2005 - Dec 2005
Full Time

Samiia, Just Samiia (5 Branches in Lebanon)
Assistant Accountant & Assistant Operation Manager
Brief Description of duties: Stock Controller, Assistant Accountant,
Items Barcodes, Inventory

Chwaifet, Lebanon
May 2005 - Oct 2005
Full Time

Coca cola Company
Data Entry

Chwaifet, Lebanon
Feb 2005 - May 2005

Saab & Co for Accounting and Auditing
Accounting Training

Language

English
Arabic

Skills

Visual Dolphin-Dolphin Accounting and stock program
Silicon Accounting program
Omega Accounting
Omega Inventory
Omega Back Office
Mini Accounting and stock program
FoxPro Inventory
Fox Pro Accounting Program
Data Base program
CBS Accounting
Bee Accounting
