**Tel: 70/151457**

 lourde.jreich5@hotmail.com
 **lourde jreich**

**Address** Date of Birth: 2/3/1993

Zahleh hay al midan Place of Birth: Zahle

Lebanon Nationality: Lebanese

 Marital Status: Single

**Education**

*2011 - 2014 present*

* Major : Accounting - Notre dame de la consolata taanayel - USJ

Higher technical certificate

*2010 - 2011*

* Lebanese Baccalaureate degree
Official school zahle – economics

**Experiences:**

*Cashier , Saddy Market, Zahle Oct 2011 – Jul 2013*

* Maintaining cash journals on daily sales and invoices.
* Matching vendor invoices and preparing payments to suppliers.
* Facilitating payments on all overhead operating costs.
* Preparation and payment of monthly payroll.

*Monitor at Tilal ksara Summer 2014 - 2015*

*Accountant , Abou dib office Nov 2014 – Feb 2015*

*Casual worker , world vision (Data entry) April 2016*

**Languages
-**Oral and written communication skills in English, French, Arabic

**Computer skills
-**Following Microsoft Office Advanced Level, Internet

**-References:**upon request