**Rebecca Ouba El-Hachem**

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**Job Target**

A position at your company that enhances my capabilities

**Education**

**American University of Technology**

Bachelor of Business Administration, Finance Major - **GPA: 3.17/4**

**Honors**

• listed on the honor’s list

• certificate of a successful training at Banque Du Liban ( Hamra branch) From the 30th of August till the 29th of September 2010

**Work Experience**

**HAGE SUPER STORE ( JBEIL ) (JUNE 2012 TILL PRESENT )**

**Administration/ Accounting Officer/ Cash Controller / Stock**

Familiar user of brains software

Familiar user of western union

Accounting Data Entry

Handled daily operational transaction related to sales and non money transactions

Deposited cash and checks in bank accounts and communicated with banks and handled related transactions

Charges , Banks and Reconciliations

Responsible of customers loan request for installments

Maintained cash including cash receipts, change funds and petty cash fund

Payrolls

**Maalouf General Trading ( Nahr Ibrahim 01/01/2015----present )**

**Accounting officer customer services and stock**

**Boprix market ( blat from 01/01/2015 till 30/11/2015)**

**Accounting officer ,Administration and Stock**

**-** Familiar user of P.A.S Software

**Casino du Liban from 01/05/2014 till 30/10/2014 )**

**Customer Services**

**Summary of Skills & Qualifications**

• Excellent communicator, fluent in English, Arabic and French

• Fast learner with high energy and drive to exceed expectations

• Ability to work under pressure

• Ability to adapt quickly to challenges and changing environments

• Positive and self motivated

• Patient and excellent listener to others

• Enthusiastic, creative and willing to assume increased responsibilities

• Adaptable and enjoys challenges

• Hard worker with ability to achieve immediate and long-term goals

• Extensive knowledge in computer skills including:

Office tools (Word, Excel, PowerPoint, and Access)

• Ability to work very well alone or as a part of team

**References**

Personal and professional references gladly furnished upon request