**Objectives:**To obtain a position in a professional working environment where I can build and utilize my experience, educational knowledge and professional skills while enhancing the company’s productivity.

**Education:**

Sep 2009 - June 2013: **The Holy Spirit University of Kaslik, Lebanon**

*Bachelor of Business Administration,* ***Concentration: Audit***

June 2009: **College Central, Jounieh***Lebanese Baccalaureate*

**Experience:**

December 2014 - Present: **Accountant, CTC/ Samsung Lebanon, Dbayeh, Lebanon**

* *Data entry (RV, PV, JV, CN, DN, EXPENSES.. etc)*
* *Bank Reconciliation.*
* *Suppliers and Clients Accounts Reconciliation.*
* *Petty Cash Control.*
* *CNSS*

Oct 2012 - Apr 2013: **Trainee Auditor,** **Dorkhom Co. Auditing, Sen El Fil, Lebanon**

Sep 2010 - June 2011: **Cashier, Mr. Brown, Adonis, Lebanon**

* *Cash Opening and Closing Control.*
* *Supervising the process of shelf stocking, products displaying and pricing.*

June 2008 - Sep 2008: **Cashier,** **MacDonald’s, Sarba, Lebanon**

* *Cash Opening and Closing Control.*
* *Supervising the process of shelf stocking, products displaying and pricing.*

**Social Skills:**

My communication skills are excellent, I know how to get my point across clearly and I am open to new ideas from others. I have great interpersonal, leadership and motivational skills; taking control and leading a team is not a problem; and I welcome challenges and get along well with teammates.

**Languages:**Arabic: Spoken and written fluently.  
French: Spoken and written fluently  
English: Spoken and written fluently.

**Computer Literacy:**Microsoft Office**:** Word, Excel, And PowerPoint.  
Internet: Navigation, Research, Website Building, Social Networking (Facebook, Twiter, Google+)

References are available on requests.