

# **CARLA GHANTOUS SLAIBY**

## **PERSONAL INFORMATION**

**Place & date of Birth:** Ashrafieh , February 24 , 1984  
**Address:** Ghazir , Main Road , Slaiby bldg , 1st floor  
**Phone number:** 03 24 73 76  
**Marital Status:** Married  
**Nationality:** Lebanese  
**Email :** [carlaghantous@hotmail.com](mailto:carlaghantous@hotmail.com)

## **OBJECTIVE**

A highly capable & experienced accountant with strong skills able to work effectively on individual initiative company as well as part of a team looking forward for a new challenging role within a well established and growing

## **SKILLS AND CAPABILITIES**

- Analytical and problem solving skills
- Good insight into many aspects of business accounting
- Good communication skills. Work well as a team member & individually
- Fluent in French , English & Arabic
- Good knowledge in MS Office , Windows , Internet & Accounting Program (Program Integrated Management System) PIMS

## **PROFESSIONAL EXPERIENCE**

- **February 2008 –2015**                      **Robert's Group - PUMA Company Head office**

### **Human Resources**

- . Handling all personal files (Invoices, Receipt , Credit Notes , Checks...)
- . Preparing all paperwork related to employees (Attestation , Authorization , Debt...)
- . Filling Accounting reports
- . Handling all CNSS operations including ; all documents related to CNSS , all the hospitalization confirmations & all the medicines schedules

### **Accounting works**

- . Prepare , examine & analyze accounting records (journal vouchers , accounts statements)
- . Handling the Accounts Payables & receivables
- . Controlling incoming invoices in accordance with defined accounting procedures including the preparation of all relevant documents & authorization as well as possessing in order to meet payment deadlines . Preparing Supplier , Customer and Bank accounts reconciliation
- . Handling all administrative duties
- . Balance sheet & income statement

- **October 2007 December 2007** **Silkor Center**

### **Assistant Manager :**

Customer Services  
Handling all Administrative duties

- **June 2007 - September 2007** **First National Bank : (FNB)**

-Accounting Data Entry -  
Training Accounting services  
-Bank reconciliations

- **July 2006 - August 2006** **Standard Chartered Bank**

- Customer services  
- Training accounting services  
- Training Auditing & Client services

### **EDUCATION**

- **American University of Technology (AUT)** **Bachelor in General Accounting (BGA)**
- **American Lebanese Language Center (ALLC)**  
English Courses
- **Collège Des Apôtres (CDA)**  
Primary, Complementary, Secondary Sociology – Economy

