## CAREER OBJECTIVE:

My career objective is a **finance** position in the banking and financial institutions sector, utilizing my finance education and experience, in addition to my analytical reasoning skills and knowledge to put the experience to good use.

**WORK EXPERIENCE:**

* **Breezevale House-Zalka :** October 2015-Present
* ***Senior accountant:*** my responsibility entailed the data entry, accounts control, VAT, NSSF (National Social Security Fund) and tax consultant.
* **Bou Younes Group- Jal el Dib:** September 2013-Present
* ***Senior Accountant*:** my responsibility entailed the accounting of two companies and one pharmacy, the follow up of receivables and payables, stock control, preparation of daily reports, sales, purchasing, budgeting and financial analysis.

* **Charbel Khoury Fidelity Insurance- broker office :**August 2012 – December 2012
* ***Office Employee:*** my responsibility entailed the follow up of motor and domestic insurance policy, preparing claims, OMT transactions as paying bills, money transfer, paying taxes and preparing mechanics official documents.
* **Georges Youssef Auditing and Comptability office-Dora:** July 2011-July 2012
* ***Junior auditor:*** following up and updating multiple pharmacies and small enterprises accounts including the overall balance of receivables and payables, cash and register monitoring, stock control, and bank transactions.
* **BLC bank –Jal El Dib Branch:** July 2010-september 2010
* ***Internship:*** helped me to get a general view of banking responsibilities and tasks from the teller position till supervisor position.

**EDUCATION:**

* **B.A.A bachelor of business and Management** – Saint Joseph University (USJ) (September 2008-july 2011
* **Masters in “ Actifs Financiers”-**Saint Joseph University (September 2011- October 2013)

#### COMPUTER, TRAINING & LANGUAGE SKILLS:

* Power Point, Excel, Word, Access, M.A.S.S, Basic Programming and Internet skills.
* **Language Skills**: Fluent in **English, French & Arabic.**
* **SWAP**

## ACTIVITIES & SPORTS:

* Music, Swimming and reading.

 *References available upon request*