**Carole Michel FADOUS**

**Fadous Date of Birth:** December 8 1994

**First floor                                                                                Place of Birth:** Beirut

**Batroun, Lebanon                                                                 Citizenship:** Lebanese

**Home:** 06/743281                                                                    **Marital status:** Single

**Mobile:** 70/745474 **Email:** carole.fadous@hotmail.com

**Profile:**

I am proactive and have experience in the Finance and Banking Sector. I am looking for a position at your distinguished company in which I will have the opportunity to employ the knowledge acquired from my college studies and my extensive communication and negotiation skills, public relations, creativity, and innovation, to develop effective strategies, towards differentiating and giving a competitive advantage for the institution. I have the aptitude to either work independently or with a wide range of people, under pressure, while maintaining the right level of patience and energy.

**Education:**

**M.B.A in Management** February 2016-Present

Lebanese Canadian University

**B.A. in Banking and Finance** May 2015

Holy Spirit University of Kaslik

**Lebanese Baccalaureates** May 2012

Collège des Pères Capucins-Batroun

Economics and Sociology

**Experience:**

Accountant

Pharmacie Rahbany, Jbeil, Lebanon October 2015-Present

* Preparing and analyzing accounting records and financial statements reports and establishing table of accounts (Balance sheet, statement of account, journal voucher...).
* Analyzing business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.
* Assigning entries to proper accounts and using accounting tools wherever necessary.

Internship

Holcim, Chekka, Lebanon August 2015

* Worked in the accounting department (billing of sales and purchases).
* Gained a lot of experience in the accounting field, such as the way to park invoices and receipts, and the registration of checks to be collected.

Internship

Bank of Beirut, Jbeil, Lebanon June 2015

* Passed by all the segments of the Bank from the PBR to the Tellers and the Head Teller.
* Participated actively and professionally in the day to day business (at the Counter Operations and Customer Services).
* Received and proceed all incoming payments; transfers, cheques (including foreign currency), bank drafts. Also handled all Cashier related enquiries from clients by phone, email or written correspondence.
* Performed many bank transactions and operations without any supervision successfully, 10 days after my entrance.

Internship

BankMed, Jbeil, Lebanon 12 August – 6 September, 2013

* Learned to handle deposits, withdrawals, money orders, cashier and travellers' checks and credit card advances.
* Trained on how to transfer funds and accept loan payments.
* Allowed to open new bank accounts for individuals and also some selected companies (Under the supervision of the CSR).

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| Account Assistant August 2012-August 2013  Khoury Medical Laboratories, Batroun, Lebanon   * Used excellent communication skills to interpret the financial results and correct the errors if any with the accountant manager. * Helped the accountant manager to do all the accounting tasks and the financial statements of each month. * Established daily and monthly reports that show the cash flows and the accounting cycle involved throughout the period. | | | |
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**Qualifications:**

Communication Skills:

* Capacity to keep calm under pressure and to be highly disciplined.
* Ability to work accurately and pay attention to detail to avoid mistakes and to finish the job efficiently and effectively.
* Characterised by a friendly personality with team leadership experience.
* Ability to communicate to customers clearly and politely with excellent negotiation skills.
* Read, write and speak English fluently.

Computer Skills:

Microsoft Applications: Word, Excel, Power Point.

Basic Web Page Development (HTML)

Excellent Internet research skills

**Extracurricular activities**

* Received a certificate of attendance of 3 facilitated sessions at NDU of "Massive Open Online Courses" known as MOOC and one total online course about "how to be an Entrepreneur" provided by the MOOC.

**References:**

Available upon request.