**Nasta Rémie**

**Sed El Bauchrieh,**

**Main Road**

 **Wooden Bakery Building**

**Mobile Number: 70 924154**

 **Email:** **nastaremie@gmail.com**

 **Personal Information**

**Marital Status**: Single

**Nationality**: Lebanese

**Date of Birth:** May 23, 1984

**Place of Birth**: Toula, Lebanon

 **Education**

2004-2007: University Degree from CLET University (Campus Libano Européen de Technologie).

 Specialty: Business Administration

 Branch: Accounting & Financial Management

2003-2004: French Bac from GLFL (Grand Lycée Franco Libanais) Achrafieh

**Training**

**IDM (Inconet Data Management)**  **2006 – 2 months**

**Trainee in the accounting department**

* Accounting reconciliations & transactions

**E&C (Management Fees)**  **2007 – 3 months**

**Trainee in the accounting department**

* Accounting reconciliations & transactions

**Professional Experience**

**Garff Group (Advertising Materials)**  **October 2007 till February 2010**

**Accounting**

* Data entry
* Handle the cash register
* Filling
* Statement reconciliations (Bank, Customers & suppliers)
* Invoices
* Collections
* Stock
* Insurances
* C.N.S.S

**K & K (Gift Items) & A2Z (Catering and Accessories) January 2011 Till September 2013**

**Chief Accounting:**

* Data entry
* Cash register
* Invoices
* Stock
* Filling
* Bank, Customers & suppliers reconciliations
* C.N.S.S
* Collection
* Purchasing

**Haddad Trading Investment, HTI (part time job) January 2014 Till June 2014**

 **Administration & Accounting**

* Data entry
* Cash
* Invoices
* Stock
* Purchase from China suppliers
* organize and track purchase order with China’s suppliers
* Make bank transfer when due
* Follow up with the Chinese suppliers (the shipping date, receiving goods date….)
* Reconciliations
* Filling
* Coordinate with the auditors to provide them all the needed documents

**Harmonies Magazine (Decoration Magazine) & Sucré Salé** **March 2014 Till July 2016**

(Part time until June and from July a full time job)

**Administration & Accounting**

* Data Entry
* Handle the customer’s accounting (booking, invoices, collection….)
* Liaise with internal staff at all levels (specially with the sales Manager)
* Answering incoming calls
* Reconciliations
* Follow up with Customers (collection, complains, feedback, signed document, membership ….)
* Create and maintain the mailing list for both magazines (update customers records, search for new potential ones …..)
* Coordinate with the suppliers in order to make sure that the magazine is well received
* Filling
* Coordinate with the sales Manager
* Assistant General Manager

**Languages**

Arabic: read, written & talked

French: read, written & talked

English: read, written & talked

**Computer Literacy**

Microsoft Word

Microsoft Excel

Internet

Outlook