

Carla-Taline H.Frounjian

Curriculum Vitae

Personal Information:

Address: Spears, Salim Boustani Street

Date of Birth: 09 September 1990

Nationality: Lebanese

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Objective:

To obtain a position at a Company in which I can maximize my management skills, quality assertion, program development and experience where I can conduct businesses in the most dynamic way to determine value to the firm.

Work Experience:

Travel Solutions International (TSI)

Position: Accountant / Administration (Sep 2014 - Present)

Address: Ashrafiyeh, Saifi

- Arrange daily incoming Invoices, Receipt Vouchers, Visa, Hotel bookings
- Data entry of the Ticketing information records using IATA system
- Statement of account for Strategy &. PwC Travelers
- Collecting and processing payments
- Maintaining administrative routines

United Parcel Services (UPS)

Position: Accountant (June 2013- Sep 2013)

Address: Achrafiyeh, Sessine

- Prepare, examine, and analyze accounting records, financial statements
- Establish tables of accounts, and assign proper accounts
- Contribute to team effort by accomplishing related results as required
- Prepares payments by verifying documentation
- Conveying daily reports when inquiry

Dorchester Estates

Position: Administrative Assistant (June 2012- Sep 2012)

Address: Downtown

- Responsible for Beit Misk real estate's residency description to clients.
- Sorting out documentation files, sending emails, scanning
- Assigning appointments relevant with the schedule
- Coordinate in office support services
- Data entry of the clients call log

Educational Qualifications:

- BS in Business Management from Lebanese American University (LAU) at Keraytem from 2009 till 2013.
- Lebanese Baccalaureate Life Science degree from Armenian Evangelical College (AEC) at Clemenceau in 2008.

Languages:

Armenian, Arabic and English.

Skills:

- Communication
- Teamwork
- Problem solving
- Flexibility
- Time Management
- MS Office