

Curriculum Vitae

Personal Details :

Name : Chaalan Mrad
Date of Birth : August 14, 1993
Place of Birth : Ras Baalbeck, Bekaa, Lebanon
Marital status : Single
Nationality : Lebanese
Address : Metn, Rawda
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Educational Background :

- 2014-2015 : **I.P.N.E.T** (Dekwaneh) , **LT Accounting**.
- 2012-2014 : **Institut de tourisme** (Dekwaneh), **TS Accounting**.
- 2010-2011: **Official High School Of Rass Baalback, Lebanese Baccalaureate 2 In General Sciences**.

LANGUAGES:

English : Full Working Proficiency.
French : Full Professional Proficiency.
Arabic : Native or Bilingual Proficiency.

Training And Work Experience :

- **Accountant:** at **Oriflame Cosmetics S.A.R.L** (02/11/2015 – Present).
 - Processing data entries of all accounting transactions on daily basis.
 - Controlling Cash.
 - Processing reconciliations with bank, suppliers & other creditors.
 - Follow up receivables.
 - Follow up & preparing payables.
 - Preparing the documents for the social security.
 - Preparing the documents for the value added tax.
 - Preparing the documents for income tax.
 - Stock control.
- **Administrative Position:** at **Saint Joseph Hospital** (04/05/2015 – 29/10/2015).
- **Accountant:** at **Global Hygiene S.A.R.L** (05/01/2015 – 30/04/2015).
 - Processing data entries of all accounting transactions on daily basis.
 - Controlling Cash.
 - Processing reconciliations with bank, suppliers & other creditors.
 - Follow up receivables.
 - Follow up & preparing payable.
- **Invoicing & Customer service:** at **Air Liquide S.O.A.L** (01/08/2013 – 31/10/2013).

Computer Skills: Microsoft Office, Visual Dolphin, Orange 2000.