

CURRICULUM VITAE

**ELIANE SALIBA**

**Business Administration**

1. **Personal Data:**
2. Full Name: Eliane Toni Saliba
3. Date & Place of Birth: 10th of October 1984, Jbeil- Lebanon
4. Mailing Address: Chamoun Bldg., Kornet Chehwan, Metn
5. Mobile: (+961) 3 579789 / Email: [Eliane-saliba@hotmail.com](mailto:Eliane-saliba@hotmail.com)
6. **Education:**

Spring 2012- **The Holy Spirit University of Kaslik, Lebanon**

Spring 2015 *Master in Business Administration*

Major: Audit

Fall 2003- **The Holy Spirit University of Kaslik, Lebanon**

Summer 2007 *Bachelor in Business Administration*

Major: Finance

May 2002 **College Saints Coeurs – Jbeil**

Lebanese Baccalaureate/ Economics and Sociology

1. **Experience:**

March 2008 – Present **Senior Accountant, Educational Research Center SAL**

Zouk Mosbeh, Lebanon

* Bank reconciliation
* Preparing and issuing sales orders
* Preparing and issuing purchasing orders
* Issuing receiving goods
* Issuing invoices to customers
* Checking and entering to Accounting System
* Emailing Customers and Suppliers
* Preparing transfers and cheques
* Preparing receipts for customers
* Checking cost of production
* Issuing Bid and Performance Bonds, Extension and Cancellation
* Checking suppliers and customers statements
* Quality Control
* Checking Royalties and Joint Ventures
* Checking on Inventory process

March - April 2007 **Teller and Customer Service, Lebanese Canadian Bank SAL**

Jbeil branch, Lebanon

* Individual situation handling (Client problems).
* Acquired the knowledge of ***Banks*** software (Banking operations software)

November-December 2006 **Teller and Customer Service, Audi Bank SAL**

Jounieh branch, Lebanon

* Marketing techniques and tools (Bank Products).
* Individual situation handling (Client problems).
* Acquired the knowledge of ***Bankmate*** software (Banking operations software)

1. **Special Skills:**
2. **Language Speaking Writing Reading**

Arabic Excellent Excellent Excellent

French Excellent Excellent Excellent

English Excellent Excellent Excellent

1. **Computer Literacy:** Word, Excel, PowerPoint, Microsoft Outlook Express, Visual Dolphin, Internet (navigation and research), Social Networking (Facebook)