New Jdeideh, Building Fouad Slim

Beirut, lebanon

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 **Nanor Garabet**

 **Objective** To be able to work in a challenging environment where I can achieve my

 potential and pursue a career in a company where achievements are recognized

 and where I can grow in step with the growth of the company.

 **Education** Sept. 2011- Pursued a 4-year bachelor of business administration

 Feb.2015 degree (major in economics) from Haigazian University

* GPA= 3.389
* Have received 100% scholarship from Jean Goghuikian Scholarship Program

 Oct. 1996- Pursued Lebanese (Economy/Sociology Department)

 June 2011 and French (Literature Department) baccalaureates

 from M. & H. Arslanian College

**Experience** Feb. 2016-present Accountant at Aghasarkissian SAL

* Daily accounting entries
* Handle cash and reconciliation.
* Prepare banks and customers monthly reconciliation.
* Provide support in Taxation reports and submissions
* Maintain an appropriate documented system of accounting entries and all department related documents.
* Ensure on time collection and payments to customers and suppliers respectively.
* Deal and coordinate with outsourced functions (Banks, Auditors, and Lawyers).

Feb.-July 2015 Researcher at the Goguikian Foundation

* Collected data about universities and their rules
* Helped in planning social events
* Performed daily office work

Aug.- Sept. 2014 Intern : Banque Du Liban, Head Quarter, Beirut

* Got introduced to the several departments of BDL
* Established a prototype entreprise in a team work
* Practiced buying and selling T-bills and offering

interest rates to BDL

Sept. 2011- Tutoring a 6th grade student in mathematics and

 June 2015 Armenian studies

 July 2009-Aug. Assistant teacher : Oasis Mesrobian Summer School

 2009 and July 2010 Managed and handled the responsibility of

 To Aug. 2010 25 children between the ages of 5 and 7.

 **Civic** Feb.-June 2014 Assistant in Local Development in Municipality of Sin El

 **Engagement** Fil

* Wrote and replied to emails
* Participated in meetings with NGOs
* Helped in the organization of a festival in the region

Sept.2012-Jan.2014 Project Coordinator in ‘Ready, Set, Recycle !’ recycling

 Pilot project in the Municipality of Bourj Hammoud

* Wrote the project proposal, the time schedules
* Managed the team and engaged them into work
* Supervised the commities
* Organized the launching ceremony/event of the project

 Sept. 2011-June Tutor in HKCC’s study room

 2012 Helped Armenian students from grade 1 to 6 in their

 studies

 **Training** Feb.-May 2014 Management Mix Training Program

Report Writing, Rules and Regulations about Public Sector Employees

 Sept. 2011-June IMTI/YMCA Leadership Program

 2013 Leadership, Communication Skills, Conflict Resolution,

 Time Management, Project Management, Team Work,

 Emotional Intelligence

 Certificate of Training

 Nov.2008-April GC LAU Model United Nations

 2009 Conflict Resolution

 Certificate of Training

**Personal Data** Enthusiastic and energetic

 Well organized with the ability to meet objectives

 Confident personality

 Microsoft Office applications: Word, Excel, PowerPoint, Access, SPSS

 Internet: Ability to surf the net for detailed professional information

#  Fluent Arabic, French, English, Armenian (native speaker)

 Reading**,** Dancing, Playing badminton

 **References** Available upon request