

Raquelle Tayeh



PERSONAL DATA

Date of birth: February 18, 1992
Marital Status: Single
Gender: Female
Nationality: Lebanese
Home address: Lebanon, Jounieh, Ghadir
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EDUCATION

Arab Open University <i>Business Marketing</i>	Antelias <i>2014-Present</i>
American Universal College <i>3BT-Business Accounting</i>	Jounieh <i>2010-2013</i>
Institut Mgr Cortbawi des Sœurs des Saints Cœurs <i>2BP - Secretaria</i>	Adma <i>2008-2009</i>

EXPERIENCE

Interal SARL	Jounieh <i>October 2015- March 2017</i>
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Accountant:

- Preparing and analyzing accounting records and financial statements reports.
- Assess accurately and confirm to reporting and procedural standards of the reports.
- Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.
- Survey operations to ascertain accounting needs.
- Prepare customers' credit notes on a monthly and yearly basis.
- Recommend, develop, and maintain solutions to financial problems of the business.

- Posts customer payments by recording cash and checks transactions.
- Updates receivables by totaling unpaid invoices.
- Maintains records by microfilming invoices, debits, and credits.
- Verifies validity of account discrepancies by obtaining and investigating information from sales, trade promotions, customer service departments, and from customers.
- Resolves collections by examining customer payment plans, payment history, credit line; coordinating contact with collections department.

Polytra SARL Company

Office Assistant: Meetings Responsibility, Archive Coordination, Sales Relations and clients contacts, Office work, Website Updates.

Zouk Mosbeh
*February 2014-
September 2015*

Khoury Home Company

Sales Representative:

- Submits orders by referring to price lists and product literature.
- Keeps management informed by submitting activity and results reports, such as stock reports and monthly and annual territory analyses.
- Recommends changes in products, service, and policy by evaluating results and competitive developments.
- PR

Maamelten
2011-2013

Training in LG Company and Samsung Company

Zaatar W Zeit

Operator: Taking Orders, Receipts

Kaslik
2010-2011

T.G.I Friday's

Waitress

Maamelten
2008-2010

SKILLS

Computer Skills	Competent in the use of Brains and Microsoft Office(Word, Excel, Power Point) Quake vision Program (Websites)
Languages	Arabic -native language; English and French -Spoken/Read/Written

HOBBIES & PERSONAL CHARACTER

- Hobbies: Sports (swimming), dancing, listening to the music.
- Self-motivated, dynamic, sociable, committed, flexible and resourceful, willingness to continuously learn new skills.
- Customer Service, Meeting Sales Targets, Territory Management ,Prospecting Skills, Negotiation,ProductKnowledge,PresentationSkills,ClientRelationships,Motivation for Sales, Time Management.