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| ***Curriculum Vitae*** |

Name : Joelle Jalil Kisso

Address : Beirut, Bourj Hamoud, Arax Street

Date of Birth : January 1st 1995

Nationality : Lebanese

Civil status : Single

Phone Number: 00 961 71 431966

Email : joellekisso@hotmail.com

**Received Education:**

2012-2015: Bachelor of Business Administration (major in banking and finance) AUL, Dekweneh

***-Graduated in July 2015***

***-Maintained a GPA of 3.69***

1998-2012: BAC II, Sociology and Economy (SE), Collège du Sacré-Cœur, Gemmayze

***-Graduated in June 2012***

***-Lebanese Baccalaureate in Sociology and Economy***

**Languages:**

Arabic: Fluent

English: Very good

French: Very good

**Work Experience:**

January 2016-till present: IATI Co. /Diana Travel, Jdeideh-Lebanon Afco Bldg, Accountant

April 2013-July 2015 : ABC Department Store-Ashrafieh, Sales Associate

**Internship:**

August-September 2013: Banque Du Liban-Hamra, trainer

**Skills:**

Personal skills:

* Adaptability and ability to work under pressure
* Leadership skills
* Team work

Computer skills

* Microsoft Windows Operating System (word, excel, power point)
* POS
* FrmMain
* RD Group

***References:*** Available upon request.

**I am searching for an institution in which I can accomplish my goal. I started in Iati Co as an accountant and I'm still accomplishing my career, but I am working for an advanced position. My job depends on collecting money from Iati customers in Lebanon and other international markets, as well as preparing our suppliers payments. My daily schedule relies on payable, receivable, statements, salaries, NSSF, and other accounting entries. I will start my Masters at the beginning of 2018, my courses will take place afternoon.**

**I look forward to hear from you.**

**Thank you**

**Best regards,**

**Joelle**