**Curriculum Vitae**

**SAFI Marie Nationality:** Lebanese

**Geitaoui, Ashrafieh, Beirut, Lebanon Date of birth:** 07/07/1995

**Phone Number:** +96171143196 **Marital Status:** Single

**Mail:** safi.marie@hotmail.com

***Education:***

**2013-2017:** Studied Audit and Accounting at the Lebanese University.

**2012-2013:** Lebanese baccalaureate (Life Sciences) at "College de la Sagesse Ashrafieh".

***Computer Skills:***

* Microsoft Office Excel, PowerPoint, Word
* Omega POS
* Oracle
* Quick Box

***Language Skills:***

Arabic - French - English

***Internship:***

* **June 2017 – Present:** internship as a Junior Accountant at "Heartland Alliance"

My work involves to:

* + Control and perform data entry on daily basis: Journal Voucher, Payment Voucher… (For invoices, receipts, bank deposits and withdrawal…)
	+ Do Purchase Order and Purchase Request
	+ Revise and Update bank reconciliation at every end of the month.
	+ Issue checks
	+ Handling Filing
* **August 2015:** One month internship at "SGBL Bank"

***Work Experience:***

* **October 2016 – January 2017:** Three months as a Junior Accountant at "Sehnaoui Plant S.A.L. "

My work involved to:

* + Controlling and performing data entry on daily basis: Journal Voucher, Payment Voucher… (For invoices, receipts, bank deposits and withdrawal…)
	+ Revising and Updating all banks and creditors reconciliations at every end of the month.
* Issue receipts for cash/cheques and match those with debtors
	+ Issues all checks for suppliers
	+ Handling Filing
* **June 2015 – October 2015:** Four months as a cashier at "Saint George Hospital – Café 1878"

My work involved to:

* Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change
* Welcome and address customers in a courteous manner
* Respond to customer complaints and queries in a professional manner
* Assist guests with finding items they are looking for
* Educate customers on the food and products available
* Perform cash transactions for customer purchases
* Stay updated with products and services offered
* Practice plus selling at all times by stating "Would you like anything else?"
* Manage phone calls and Take special orders