

# TAREK SAMIR

## ABOU GHAZAL



### **PERSONAL DATA**

Gender : male  
Marital Status : single  
Date of Birth : 5/4/1992  
Nationality : Palestinian

Address : Beirut, Lebanon  
Email : tit\_to\_92@hotmail.com  
Mobile : 71/781069

### **CAREER OBJECTIVE**

Work on the accounting program, and stock controller, the introduction of bills of sales and purchases of goods, as Atom communicate with suppliers about orders for goods and deal with them on price and the discount rate and method of payment. Bring payments to suppliers by checks and bonds. Actions such as sending administrative secretarial, fax and e-mail, archiving, printing, etc. ....

### **WORK EXPERIENCE**

august 2014 till present  
*Full Time*

#### **junior Accountant**

##### **Barakat international - Beirut**

Work on the accounting program bee business belonging to the company(ACI):

- Purchase and sales invoices
- Statements of account.
- A review of the balance of customers and suppliers.
- The introduction of restrictions on the kinds of everyday.
- To open accounts for customers and new suppliers.
- Notices payable and City
- Bonds
- Receipt and disbursement of receipts
- Assist in providing tax permits
- reconciliation

In addition to a lot of matters relating to administrative and public accounting.

January 2014 till august 2014  
*full Time*

#### **Assistant Accountant**

##### **accounting office - Beirut**

November and december 2013  
*full Time*

#### **Trainee at Talal Abu-Ghazaleh & Co.**

October 2013 - *Part time*

#### **Trainee at UNRWA**

## **EDUCATION**

2010-2013

### **Lebanese University**

Bachelor's degree in Accounting & Auditing

2007-2010

### **jamil rawass Official School**

Bac 2 Degree in (economy – sociology)

## **LANGUAGES**

	<u>Spoken</u>	<u>Written</u>
Arabic	<i>Very Good</i>	<i>Very Good</i>
French	<i>Very Good</i>	<i>Very Good</i>
English	Good	Good

## **COMPUTER PROFICIENCY**

- Internet
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Accounting (Bee Program)
- Outlook express

## **SKILLS**

- Excellent Communication, Organizational and Interpersonal skills
- Good skills in using the Internet
- Resourceful, Ambitious, and a Fast Learner
- A determined and responsible leader
- A strong team player, works well individually or as part of a team
- Goal oriented
- Relates well to a range of people
- Organize and supervise social and entertaining events

