**Wadad Ziad Faraj**

**70/992612
wadad\_faraj@hotmail.com**

Beirut, Cornish Al Mazraa, Saliba Street, Al Baba building, 2nd floor

**Personal information:**

Marital Status: single
Nationality: Lebanese
Birth: 14/8/88
Language: English (very good), Arabic (mother tongue)

**Objectives:**I wish to employ my education and professional skills at a growing and dynamic firm.

**Education:**

BA in Business studies from Arab Open University – Spring 2011

High school (sociology& economy) in Omar faroukh (cola) 2006-2007

**Experience:**

**Mar 2016 – Present
Accountant Ibdaa Micro Finance**

Booking (Invoices, expenses, revenues…)
Closing (Prepaid, Accruals, Depreciation); Reconciliations (bank, cash, and suppliers).
NSSF, Income Tax, and monthly issuance of Statements and Reports.

**Aug 2011 – Mar 2016**

**Accountant and stock control Cronia trading company**

Accounting (Booking, Closing, Tax…) – Stock (Purchasing, Sales, inventory…)

**Dec 2013 - Feb. 2016 (Part Time)**

**Inventory Control officer SHEHAB SATELLITE**

**Jan 2008 – Aug 2010**

**Cashier Discovery Shopping Center**

**Computer Skills:**

Microsoft office (Word, Excel, Outlook…)

Accounting and Stock Software: EDM and Delta.