

Myriam Jabbour

Address:

Baabda-Betchay
Beirut-Lebanon

Contact:

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⇒ Personal Information:

- Marital Status: Single
- Nationality: Lebanese / Cypriot
- Date of Birth: August 14, 1990
- Place of Birth: Beirut, Lebanon

⇒ Education:

- 2013 → 2014 Master1 in Finance & Management of Financial Institutions
Lebanese University Branch II Beirut - Ashrafiéh
Faculty of Economic Sciences & Business Management
- 2009 → 2012 Degree in Business & Finance
Lebanese University Branch II Beirut – Ashrafiéh
- 1993 → 2008 Baccalaureate -Economics & Sociology
Besançon School – Hazmieh

⇒ Professional Experience:

- June 2015 → Present Accountant - MASAFAT INTERNATIONAL SAL & OFFSHORE
(International Freight Forwarding Company & Logistics Activities)
Beirut - Jemmayzeh
 - *Daily accounting entries (Transactions, Journal vouchers, Expenses, Receipts, Payments, C/D Notes..)*
 - *Verify and process invoices & discounts..*
 - *Accounts Receivables / Payables:*
 - *Follow up on clients' payments collection & Problems*
 - *Prepare Bank transfers & Issue Checks*
 - *Perform monthly accounts reconciliations and confirm balance statements with third parties.*
 - *Reconcile Banks statements, Adjust and Maintain Petty Cash*
 - *Daily monitor of currency exchange rates to secure the best deals*
 - *Maintain the company's chart of accounts & subsidiary ledgers*
 - *Assist in VAT preparation & financial statements.*
- November 2013 → May 2015 Administrative Assistant - ANTONINE UNIVERSITY
(Faculty of Information & Communication)
Mount of Lebanon - Baabda

- *Manage & Monitor the course offering program*
- *Prepare the schedule of the semester for four departments*
- *Control the progress of more than 70 courses per semester*
- *Coordinate with over 40 teachers*
- *Fill the attendance sheets of students, count and add make up sessions on the system*
- *Plan and prepare midterms and final exams*
- *Register students in the mandatory and elective courses*
- *Inform students about any news (absence of teachers, make up sessions, exams schedule, events...) via internet "Publishing circulars on the website of the university"*
- *Complete grades on Excel sheets and publish them on student accounts*
- *Prepare various certificates upon students request in different languages*
- *Coordinate with the language center and other faculties for the common courses*
- *Coordinate with the admission office for the entrance exams and acceptance of new students*
- *Inform the dean of student's problems and complaints*
- *Assist the Dean for the organization of events, workshops, seminars..*

▪ Summer 2010 → Training at FRANSABANK Hazmieh Branch

▪ Hostess & Promotion at CREALINE Agency.

⇒languages:

- French
- English
- Arabic
- Greek

⇒Information Technology :

- Microsoft Windows
- Microsoft Office:
 - Word
 - Excel
 - PowerPoint
 - Outlook
- Accounting Software:
 - Softprotec

⇒Interests:

- Sport
- Music
- Cinema
- Travel