LEA SARKIS BALIAN 

**B A S I C I N F O R M A T I O N**

**ADDRESS:** Horch Tabet-Habib Hakim Street-Lebanon

**MOBILE :**+961 3 600425

**E-mail :**lbalian33@gmail.com

**D.O.B :**19-JUNE-1990

**P e r s o n al S t a t e m e n t**

An efficient, organized and approachable person. Possessing fast and effective clerical skills and having a strong administrative background with the knowledge of office management techniques.

**O B J E C T I V E**

To pursue a challenging career in dynamic organization that provides constant opportunities for career advancement and self-development.

**EDUCATION**

***Centre International des Sciences Techniques (CIT)****2014- 2015*

TS3 Accounting and Auditing

***Centre International des Sciences Techniques (CIT)*** *2007-2009*

BT3 Accounting and Expertise

**SKILLS**

* Good knowledge in Microsoft office spreadsheets.
* Good standard of English, grammar, punctuation and spelling.
* Ability to perfectly maintain computerized and manual filing/ documentation system.

**C O M P U T E R S K I L L S**

* IT knowledge including MS Office applications
* ERP systems like Navision, Maconomy and Comet

**W O R K E X P E R I E N C E**

**ACCOUNTANT: LEO BURENTT (Re:sources) 2015 TILL PRESENT**

**Company Profile: Publicis Groupe owns a variety of advertising, marketing, public relations and media companies. Re:sources company was created to atchive this objective by centralizing the finance, administrative, legal, tax, IT and property functions and leave the units to do what they do best in terms of looking after the clients (agencies) business**

**My responsibilities include:**

* Working in conjunction with the Finance Deparments of: Leo Burnett Beirut and Jordan, Vivaki, Publicis Graphics and Optimedia agencies
* Working closely with clients like Samsung Levant, P&G International, Bank Audi etc.
* Client servicing/Media departments to manage the billing functions and making sure that invoices are sent to the client on time avoiding cut offs.
* Recording entry for payments received from clients and allocating the invoices accordingly

**Ahli Internaional Bank SAL**2012- 2015

Administrative Assistant- Commercial department

* Responsible for providing secretarial and administrative support for the corporate banking department.
* Create and analyze management information and reports which are sent to the branch staff.
* Preparing reports and compiling files.
* Gathering and summarizing information to the manager as required.

**P E R S O N A L:**

* Excellent organizational skills.
* Able to tactfully deal with difficult and sensitive situations.
* Good oral and written communication skills.
* Pro-active and self-motivated.
* Ability to prepare and present reports to director level.

**L A N G U A G E S, H O B B I E S AND I N T E R E S T S**

* Fluent in English, Arabic and Armenian.
* Hobbies include reading, researching and sports.
* Interested in traveling and learning anything exciting and new.

**R E F E R E N C E**

Available upon request.