# ELISSA EL RAMI

###### Personal Information

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**E-mail:** elissa.rami@hotmail.com

# Phone: 71/741209

**Date of birth:** 25/2/1995

**Nationality:** Lebanese

**Address:** Dekwaneh, Slav Al Aarid Street.

Fouad Al Ghazel buildings, 6 Th floor

**BUSINESS ADMINISTRATION**

###### Education and knowledge

**2015-2018**  Accounting Information Systems- Lebanese International University. (LIU)

**2012-2014** Accounting Information Systems- Al Kafaat Technique

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###### Languages Arabic, English and French

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###### Computer skills: Silicon, Norea, Dolphine, Pms, GPOS, Outlook, MS Office .

## **Professional Training & Internship**

**2015** Certificate of English proficiency.

**2018** Certificate of achievement first place in Fraud and Internal Control Case Study Competition.

**Work Experience:**

**August 2018 till The Ray Hotel & Studio**

**Present** Job description:

-Creating journal voucher.

-Bank reconciliation.

-Continue suppliers & customers.

-Preparing balance sheet, income statements and cash flow.

-Amortization inventory.

-Salary and tax declaration, payroll.

**November 2017 Abboud and partners: Audit**

**Till july 2018** Job description:

-Creating journal voucher.

-Examine the cycle of purchase, sales, and V.A.T.

-Bank reconciliation.

-Continue suppliers & customers.