

CURRICULUM VITAE

Personal information:

Name: Anastasia Baltarian
Nationality: Lebanese & Armenian
Date of birth: March 21, 1989
Place of birth: Jbeil, Lebanon
Address: Amshit, Hills Street, Byblos Building
Marital Status: Single
Phone Number: 70/183220
Email: anastasia.baltarian@hotmail.com

Education:

2007-2010: Bachelor in Business Administration at the Lebanese University, Faculty of Business Administration, branch II (Achrafieh)/
Option: Banking & finance.

2006-2007: Rosary Sisters' School, Blat, Jbeil: Lebanese Baccalaureate in Life Sciences.

Knowledge & skills:

- *Languages: Fluent in French, Arabic and English.
- *Computer: Proficient in Microsoft Word, Excel, PowerPoint, Dolphin, Brains and Viper(Insurance).
- *Job skills: Organization, communication, team management, team work, handling deadlines & time management.
- *Taxation and declarations: Income tax, taxes on salaries, VAT, insurance quarterly, semi-annual & yearly declarations and taxes.
- *Human resources: Payroll (salaries, NSSF & taxation...), recruiting staff, developing job descriptions, interviewing and selecting candidates; training, and management.
- *General accounting and technical accounting (Insurance).
- *Audit: internal & external for standalone, groups & consolidations.
- *Financial management, reporting and forecasts for standalone and group of companies.
- *Ministry of Economy quarterly, semi-annual and yearly regulatory forms(Insurance) (trained by PWC).
- *Medical underwriting (trained by Best Assistance and Bankers), reinsurance and claims management.

Professional experience & employment history:

***November 2015-Today : Estates s.a.l.:**

Property development

Senior Accountant, senior reporting & HR officer, senior internal auditor for the group.

***July 2013- -March 2015 : Middle East Assurance & Reinsurance (Mearco) s.a.l.:**

Insurance company

Chief financial officer, compliance manager, head of internal control & HR manager.

Medical underwriter for 4 months.

***May 2012 - July 2013: Profal Hussein s.a.r.l. :**

Manufacturer of aluminium

Chief accountant & HR manager

***September 2010 - January 2012: Stalq s.a.l. :**

Manufacturer & exporter of display stands

Financial & HR manager.

Accountant for 4 months.

Activities and hobbies:

Reading - Music - Cinema – Sports.