

Simar Marquise.

B E I R U T - L E B A N O N |

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PERSONAL INFORMATION

- Marital Status: Single.
- Nationality: Lebanese.
- Date Of Birth: 1 March 1993.
- Address: Haret Al Naameh.

OBJECTIVE

A dedicated and self-motivated individual who is willing to learn quickly and add value to your company. Seeking for a business and finance position within your reputable company. I'm looking for a challenging position in an environment that will enhance my skills and proficiency in the mentioned field.

EDUCATION

2012 -2016	Beirut Arab University Bachelor's Degree in Business Administration Banking and Finance.	Beirut, Lebanon
2009 – 2012	Makased Technical School Institute of Abed Al-Hadi Debes Technical Bachulurate in Marketing.	Beirut, Lebanon
1996 – 2009	Makased School Khalid Bin Al-Walid School.	Beirut,Lebanon

INTERNSHIP

❖ 16 September 2016 – 6 December 2016 BLOM Bank Hamra, Lebanon.

Position: Follow up for Credit Card department.

Duties: Closing client files, preparing Income Statements, Balance Sheets, Owner's Equity, Cash Flow, preparing & proof reading of Audit Report, Tax planning, Financial Audit, translation of Financial statements, Annual Tax filing, employee Tax filing.

WORK

❖ 25 June 2017 – 26 Aug 2019. Mazen Pharmacy Al-Mazraa, Lebanon
(Cashier: 2 months – Data Entry: 2years.)

Duties:

- Managing transactions with customers using cash registers.
- Scanning goods and ensuring pricing is accurate.
- Collecting payments whether in cash or credit.
- Handle merchandise returns and exchanges.
- Preparing and sorting documents for data entry.
- Entering data into Navision and checking the change in prices.
- Resolving discrepancies in information and obtaining further information for incomplete documents with the suppliers.
- Do Creation for new items.
- Respond to queries for information and access relevant files.
- Compare our prices to other companies either to adjust or to improve selling prices
- Checking all kinds of invoices on daily bases and asking about offers, costs, discounts, and also follow up with the staff if the stock inventory not suffering from discrepancies.
- Welcome customers queries and concerns.
- Help customers in making choices and assisting them to locate items they want to buy.

SKILLS

Computer Skills:

- Excellent use of Microsoft Office: Word, Excel, PowerPoint, Navision.

Social Skills:

- Able to work individually and in teams.
- Able to work under pressure and meet deadlines.
- Able to learn new procedures quickly.

MEMBERSHIP

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| ▪ 2014-2016 | Member in the BAU activities | BAU |
| ▪ 2014-2016 | Member in the University's Volleyball Team | BAU |

LANGUAGES

English: Basic Knowledge. French: Fluent. Arabic: Native Language.

HOBBIES

Organizing events, playing basketball, volleyball, swimming.

REFERENCES

Available upon request.