

HENRIETTE EL KHOURY

Personal Details:

Date of Birth: September 9, 1993
Nationality: Lebanese
Marital Status: Single
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OBJECTIVE

I am particularly interested and highly able to learn and develop new skills quickly and effectively as it suits my ambitions.
Your kind attention is very well appreciated.

CAREER SUMMARY

- ✓ Loyal, self-motivated, capable to assuming full responsibility.
- ✓ Result oriented with a sense of professional dedication
- ✓ willing to work hard to achieve established objective.

Education and Qualifications:

2012 – 2016, BS in Accounting and Auditing. La Sagesse ULS University, Beirut, Lebanon
2011 – 2012, Lebanese Baccalaureates in Life Science. Lycee officielle des filles (L.O.F), Jdeideh, Lebanon

Employment's History:

April 2017 – Till Present

Accountant at Silkor Holding, Beirut

April 2016 – March 2017

Accountant at NRG SARL, Horch Tabet

August 2015 – February 2016

Accountant at Al Amana Company, Dora

January 2014 – May 2015

Assistant at notary Maro El Kazzi, Furn El Chebbak

Interests and Achievements:

- Drawing and painting
- Photography
- Striving for excellence
- Exploring different cultures
- Teamworking and organizing

Skills:

- Fluent speaking and writing in English ,french and Arabic
- Excellent interpersonal skills
- Well organized with positive approach towards work
- Proficient in Computer skills such as:
 1. MS Access and Excel
 2. Microsoft PowerPoint
 3. Microsoft Word
 4. HTML

References

References are available upon request.