

# Sheryne CHAHOUD

## Curriculum Vitae

### **Personal Details:**

**First Name** : Sheryne  
**Family Name** : Chahoud  
**Place & Date of Birth** : Lebanon – Kaa, 27/10/1986  
**Address** : Lebanon, Sabtiyeh  
**Phone number** : + 961 76 143 855  
**Email-Address** : [ssherina15@gmail.com](mailto:ssherina15@gmail.com)

### **Objectives, Profile & Skills:**

#### **Target Jobs:**

Assistant Accounting Manager, Executive secretary.....

#### **Career Objectives:**

I'm seeking a challenging job in which I can develop myself in the domains of Finance/Accounting where I can acquire practical skills, gain a solid experience and be proven in the work environment as a good team member and feel that I belong to this entity and stability as well.

### **Professional Experience:**

#### **September 2016 – till date:**

##### **O Brands sarl**

##### **PIMS Accounting System**

Accountant and Assistant Manager

##### **July 2014 till July 2016**

##### **L'Abeille d'or – Jounieh branch**

Cashier

#### **September 2010 – March 2014**

##### **Multi Technology Access MTAs.a.l. ( Satellite Company)**

##### **PIMS Accounting system**

##### **Accountant – Head Of Accounting Department**

Issuing all daily data entry.

Handling the Petty cash.

Checking the balances of Suppliers on monthly basis, then prepare the checks.

Check Online bank account on daily basis, then report to the General Manager.

Checking the Clients (City Ledger) balances on monthly basis, and follow up on collection.

Inventory.

Bank, Clients & Suppliers Reconciliations.

Monthly Income Statement (Actual + Budget + Last Year).

Payroll

N.S.S.F.

V.A.T.  
Taxes on Salaries.  
Weekly Report  
Monthly Report.  
Yearly Closing with the External Auditors.  
Sales Invoices, receipts, credit & debit notes on daily basis.  
Collecting the checks from the customers.

### **August 2008 -June 2010**

#### **Mini Me Production S.A.L.**

**Mini Me Production SAL** is a photography production house that has handled production projects across the world for more than 15 years.

#### **Assistant Accounting:**

Customer Service concerning accounting matters.  
Responding & dealing with customers by emails using Microsoft Outlook, telephones and fax.  
Sales invoices, Receipts, Credit Notes.  
Prepare payments (cash & checks) to the suppliers .  
Send statement of account for the customers either by mail or by fax.  
Receive bills & invoices from suppliers regarding the office expenses and the production projects.  
Handling the petty cash of the office in addition to handling cash money for producers.  
Preparing the payroll of the employees and handling them their salaries.  
Data entry of all invoices (production & office), payments, payroll  
Taxes on salaries & petty cash using **Genpro** as an Accounting program.  
Prepare report about the production and petty cash.  
Check the Visa Master Card invoices with the CCM slips.  
Bank, suppliers and clients reconciliations.

### **February 2008-August 2008**

#### **ABC Dbayeh – Saleswoman in Ladies section.**

Taking care of clients.

### **November 2007-February 2008**

#### **Admic s.a.l. (TSC Market)**

**Cashier & Customer Service:** Billing Cash invoices to the clients and receive money from them for settlement on daily basis.

### **January 2005 – October 2007**

#### **L'abe ille D 'or – Patisserie**

**Cashier & Customer Service:** Billing Cash invoices to the clients and receive money from them for settlement on daily basis.

**All references are available upon request.**

**Profile & Skills:**

Adaptable, Energetic, Dynamic and Self-motivated.  
Capable to work under high pressure.  
Quick learner and fast typing skills in English and French.  
Hard worker, Organized, Neat, Responsible and Very Serious in Working.  
Punctual to deadlines.  
Ability to communicate with different types of people and personalities.  
High ambition for more experience, knowledge and higher positions in which I can learn and offer help in the team work.  
Capable to solve problems in practical and logical approaches.

**Education & Degrees:**

**Education:**

Complementary	: Sagesse Jdeideh-Lebanon
Secondary	: Sagesse Jdeideh-Lebanon
Technical	: CIT-Dora-Lebanon

**Degrees:**

Brevet Degree	: Year 2001
Baccalaureate Degree (Sociology & Economic)	: Year 2004
TS 3 Degree in Accounting	: Year 2009

**Computer Skills:**

Word  
Excel  
Internet  
Accounting Programs : PIMS (Fast Learner for any new program)

**Spoken & Written Languages:**

Arabic  
English  
French

**Hobbies:**

Reading  
Listening to music  
Sports  
Travelling  
Shopping