

JOY ATIK



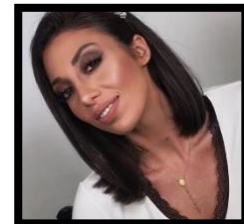
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Joy.atik7@hotmail.com



Beirut, Lebanon



PERSONAL STATEMENT

A highly motivated & hardworking individual who has recently graduated from the Lebanese American University. I am known to work well under pressure & multitask in order to achieve goals on tight deadlines. One of the most important parts of any opportunity is to skillfully network to develop lasting bonds with the people I work with. My current goal is to gain a role that allows me to further expand my knowledge & skills, as well as provide me with increased responsibility at a market-leading and innovative company.

EDUCATION

LAU - LEBANESE AMERICAN UNIVERSITY

BS in International Business

Beirut, Lebanon

2015 – 2018

BBS - BEIRUT BAPTIST SCHOOL

Lebanese BAC

Beirut, Lebanon

2000 – 2015

EXPERIENCE

POWER PLACE GYM

Beirut, Lebanon

Part-Time Accountant

2019

- Reviewed & processed Corporate Card expense reports & receipts submitted by cardholders on monthly basis.
- Consistently reviewed accounting procedures & suggested ideas to improve processes.
- Assisted in the preparation of financial reports.
- Managed the processing of posting cash receipts, recording of revenue, & receivables.

FRANSABANK

Beirut, Lebanon

Internship

2018

- Provided quality customer service through accurate & efficient counter transactions
- Handled sensitive or confidential information with honesty & integrity.
- Prepared financial reports, such as balance sheets, income statements, & invoices.
- Managed specialized information, reports, forms dealing with fees, & billing.

MEDITERRANEAN PETROLIUM & SHIPPING COMPANY

Beirut, Lebanon

Internship

2018

- Monitored and tracked shipments in transit
- Investigated about missing parcels
- Maintained customer satisfaction
- Resolved customer queries well in time via phone & emails

LEBANESE AMERICAN UNIVERSITY - HR DEPARTMENT

Beirut, Lebanon

Part-Time Employee

2017 – 2018

- Processed incoming mails
- Set appointments and Arranged meetings
- Maintained calendars of HR Management team
- Ensured background and reference checks are completed

ADDITIONAL INFORMATION

- **SKILLS:** Fluent English, Native Arabic, Windows Office, Time Management, Communication Skills, Public Speaking
- **ACHIEVEMENTS:** BLOM Bank Beirut Marathon-Civic Engagement (2017), Lebanese Red Cross (2016), BBS Student Council (2015), Community Service (2012-2013).

