



Profile

MISS SUZAN SIMONIAN

📅 30/11/1992

🏠 Lebanese

✉️ suzy_sim@hotmail.com

🏠 Zalka, Beirut, Lebanon

☎️ +961-71-944415

Manage all social media platforms and passionate to advance my knowledge in KPI's and growing customer base. Seeking to work on different forms of online company presence, such as company websites, mobile apps and social media company pages. Have collected all the knowledge and ready to implement it.

Work experience

ACCOUNTANT

07/2017 – 04/2019

WHATSUPPLANET SAL - MONDANITE, BEIRUT, LEBANON

- Created weekly cash reports for accounting management.
- Analyze revenue and expenditure trends and recommend appropriate budget levels.
- Calculated and verified payroll amounts.
- Conduct weekly bank reconciliations.
- Process, record and bill invoices to clients.
- Recording of all accounting transactions of the organization.
- Report monthly expenses to Head Quarter.
- Register daily transactions into the company system

Junior Accountant

02/2016 – 06/2017

Property Masters Group, Beirut, Lebanon

- Direct audits to ensure compliance.
- Maintain the entire filing system for the accounting department.
- General ledger accounts reconciliations.
- Assist senior accountants in the preparation of monthly/yearly closings
- Processing accounts payable and receivable.
- Recording most transactions.
- Bank balance maintenance and reconciliation.
- Bill booking and maintaining petty cash book.

Sales Assistant

11/2012 – 07/2014

Retail Group, Beirut, Lebanon

- Communication with customers.
- Creating window and wall displays.
- Demonstrated use and care of merchandise.
- Handling complaints or passing them on to the appropriate person.
- Improved communication skills by serving and advising customers.
- Prepare weekly confidential sales reports for presentation to management.
- Responding to client requests by phone, email.
- Training new sales assistants.

Education

MBA - Marketing

01/2018 – Present

USEK - Holy Spirit University of Kaslik, BEIRUT, Lebanon

Banking & Finance

09/2011 – 02/2015

AUL - ARTS, SCIENCE & TECHNOLOGY UNIVERSITY OF LEBANON, Beirut, Lebanon

Social Media Freelacer

Social Media Freelancer

Analyzed the campaign result based on the figures by using available social media listening tool.

Wrote caption, proposed photo ideas following the real-time content and running campaign.

Manage all social platforms 24/7.

Internships

Bank of Beirut (2 months internship 2015)

- Checked cashing, depositing, money transfer.
- Provided customers with information about customers' account and bank services.
- Assisted clients and non-clients with personal loan processes.
- Establish and maintain relationships with walk-in and existing customers.

Growth Velocity Academy (1 week intensive Digital MARKeting Bootcamp November 2018)

- Digital Marketing Foundation.
- Google Analytics.
- SEO.
- Display Advertising.
- Facebook Ads.
- Content Marketing.
- Email Marketing.

Skills

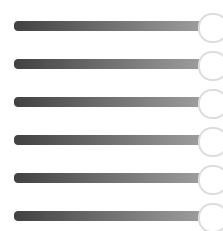
Computer Skills

Microsoft Office
Accounting
Softwares (Pims,
Dolphin, JD Adwards)



Soft Skills

Adaptability
Positivity
Teamwork
Communication
Willingness to Learn
Analitical Ability



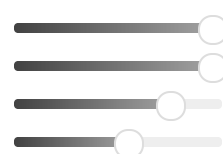
Industry Knowledge

Accounting
Customer
Interactions
Social Media
Platforms



Languages

English
Armenian
Arabic
French



Strengths

Detail oriented

Fast learning

Team-working

Ability to prioritize

Computer Skills

Hobbies



Exploring
distant lands



Getting lost in
a good book



Capturing
moments



Sports



Motivated to
learn