

NANCY SIMON MOUNZER, CAP

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Date of Birth: 19th of May 1988

Marital Status: Single

Education

Lebanese University – Achrafieh

Bachelor of Sciences (BS) in Banking & Finance.

IAAP (International Association of Administrative Professionals) – US

CAP: Certified Administrative Professional.

Experience

Ream Trading S.A.L - Dekweneh

Purchase & Administrative Assistant (June 2017 – Present)

- Interact with suppliers on a daily basis and send purchase orders
- Negotiate on pricing and shipping conditions
- Track the status of every order and cooperate with the freight company
- Calculate the budget, cost of every shipment
- Coordinate with the sales, accounting and customer service departments
- Control the monthly inventory
- Planning meetings, taking detailed minutes and book travel arrangements
- Handle administrative requests and queries from the management
- Update and maintain office policies and procedures

Mediline S.A.L – Mekalles

Customer service representative (June 2015 – May 2017)

- Deal with customers' database, complaints and offer solutions
- Process orders and requests
- Handle pricing, invoicing and delivery process
- Manage refund and exchange
- Coordinate with the sales and accounting departments

La Redoute Liban S.A.R.L – Furn El Chebek

Customer service representative (January 2014 – June 2015)

- Deal with customers' complaints, recommendations and inquiries
- Process orders and requests by providing pricing and delivery information
- Keep records of customer' interactions and transactions
- Provide feedback and report to management
- Work on developing social networking with new customers
- Assist with the launching of the new season
- Coordinate with salespersons
- Help achieve, audit and control the monthly inventory and report

La Redoute Liban S.A.R.L – Furn El Chebek

Senior Accountant (January 2011 – December 2013)

- Prepare the monthly Profit & Loss
- Issue financial statements i.e. quarterly VAT report, employee's income tax R10
- Record daily entries such as payables, receipts...etc
- Record depreciation accounting transactions
- Suppliers and bank reconciliation
- Coordinate with salespersons and calculate their monthly total sales
- Establish the purchase order and follow up the related documents
- Record the flow of cash in hand and cash in banks
- Control the accounts receivables, prepare monthly budgets and closing entries

AMC (Alfa Metal Craft Corporation), Furn El Chebek

Junior Accountant (August 2009 – Till December 2010)

- Coordinate with salespersons and calculate their monthly total sales
- Issue computerized payment vouchers
- Handle cash receipts

Software Skills

- Visual Dolphin (Accounting software, Inventory, Sales)
- Socrate (Inventory, sales, invoicing)
- Violin (Purchasing, Inventory, Sales)
- Microsoft Office (Outlook, Excel, Word, Access, PowerPoint)

Languages

English – French – Arabic (Reading, writing and speaking)

Extra Activities

- Member of the “Guides du Liban” Scouting Association
- Member of Bella Beats Parade
- Member of Sabaya Beirut Band

