

CURRICULUM VITAE: Lara M. El-Roz

Personal Details

Address:	Kfarjoz Nabatieh District South Lebanon	Nationality:	Lebanese
		Date of Birth:	July, 08
		Marital status:	Married
		Nationality:	Lebanese
Mobile Tel. No.:	00961 (3) 933742		
Email Address's:	laraelroz@hotmail.com		

Availability

I will be ready for work upon giving me some time (for moral and official needs) to check - out from my current job within 3 months as a maximum limit (period of time).

Skills Summary

Computer Skills

Windows, M.S.Office. More other programs, Internet (search & research, mailing & communicating, contacting inner & foreign companies, public relationship). Self-development/ing, self special effort.

Business, operation, administration, Skills

Administrating, operating & heading operations, team leader, import & export, accounting & business study, handling & coordinating, corresponding & managing accounts and money transfers, **(details will be stated below)**.

Archives, organizing

Files, accounting, stock systems, archive.

Certifications Summary

Accounting and Finance

Official Degree in Accounting and Finance – 4 complete years –
Lebanese University, Faculty Of Economical Science & Business Administration –
First Branch – Nabatieh section.
Nabatieh – South – Lebanon.
2003 -2004.

Project degree

Official degree attained upon my graduation project.
Within the official degree in accounting and finance from the Lebanese Uni. Of
Economical science & Business administration – First Branch – Nabatieh section.
Title: " *Feasibility Study For Establishing a Fast Food Restaurant In Nabatieh
district (KFC Rest. – Case Study)*". .

Project Summary: (will be available if interested).

Nabatieh – South – Lebanon.

Year: 2004.

Experimental Science

Experimental science (Bac.II – Science X) official degree.
Official Degree of the Lebanese Ministry of education.
Ghazieh Official school.

Ghazieh – Saida – South – Lebanon.

1999 – 2000.

Brevet

Brevet Official Degree of the Lebanese Ministry of Education.

Official Degree.

Family School - Maghdouchi.

Maghdouchi – Saida – South – Lebanon.

1996 – 1997.

Career History

Date/period: From 2008 up to date.

Position: Manager – Procurement.

Company: Al-Bahar International For Cement Industries.

Location: Ghazieh Main Road – South – Lebanon.

Responsibilities: Team leader, Accounting, Handling Supplier's accounts, Statements Auditing, Approving For Payments, Internal Orders, Local Markets, Worldwide Markets, Prices/Quality Comparison, Seeking new Sources, Stock System Auditing (Inventory), Controlling in and out items, Consumptions, Handling letters, reports, Transfers and L/Cs related to any import process, Archives

Skills needed: Computer programs knowledge, accounting programs Knowledge, internet usage, archives, communication & organizing skills, good data base with high performance.

Date/period: 2006 / One year.

Position: Accounting and Auditing officer.

Company: Certified Public Accountant Office " Ali Kobaisi ".

Location: Nabatieh city – South - Lebanon.

Responsibilities: Auditing, Accountant, Data Entry.

Date/period: 2005 – 2006 / 9 months.

Position: Accounting Department.

Company: Hattab Engineering Est. For contracting – Main Branch.

Location: Nabatieh –South – Lebanon.

Responsibilities: Projects Accounting.

Skills needed: Management, organizing and administrating general accounting + project auditing + joint venture projects with foreign companies.

Date/Period: 2004 – 2005 / 4 months.

Position: Import Export Department.

Company: Kamaplast co. – main branch.

Location: Sea Road - Ghazieh – South - Lebanon.

Responsibilities: Operating Managing and Administrating.

Skills needed: Management, Organizing, Administrating.

Training

Year/Period: 2003 / one month.

Side: Jammal trust bank .

Location: main branch – Jwaya – South Lebanon .

Training departments: - customer service department
- opening new client accounts.
- insurance market.

Project Summary

"will be available if interested".

Interests

Reading, Research, Internet, Communication, Research & Auditing.

Entertainment: Travelling – Public relations.

Language

	Read	Write	Spoken/Speech
Arabic	V. Good	V. Good	V. Good
English	Excellent	Excellent	Excellent

Number of C.V. Papers = 3