

Sonita S. Dinkha Kassab



Address: Sed El Baouchrieh, *Metn, Lebanon*

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Marital Status: Married

Date of Birth: 23/08/1991

OBJECTIVE

Based on the knowledge and experience gained throughout the years until this date, I seek a career in the wide Experience Fields mentioned below and its various aspects within a large and aggressive company capable of continuous professional advancements offering personal achievements. In fact, I believe that I possess the versatility, skills, attitude and energy to make a valuable contribution to your team.

EDUCATION

- Arab Open University-Faculty Of Business ,Tayouneh, Lebanon, ***Business Studies With Management***
(2010-2014) GPA: 3.55/4
- *Lebanese University – Faculty of Sciences , Fanar, Lebanon, First Year Biochemistry*

- *Jdeideh Official High School For Girls, Jdeideh, Lebanon,*
Lebanese Baccalaureate
(2006-2009)
- *Ecole St.Georges Des Peres Antonins, Sed El Baouchrieh, Lebanon*
(2003-2006)
- *Ecole Notre Dame De Perpetuel Secours, Sed El Baouchrieh, Lebanon*

(1994-2003) EMPLOYMENT – RELEVANT EXPERIENCE

- **Senior Accountant at Diffa S.A.L: Hosts & hostesses first provider in Lebanon established since the year 2000, located at Monot... From June 2014 till July 2019.**

Main duties:

- Invoicing
- Payables & Receivables Follow up : prepare payments & request settlement during deadline
- Filing
- Payroll preparation
- Documents financial transactions by entering account information
- Bank Accounts Reconciliation
- Financial Reports Preparation
- Audit assistance
- Administrative tasks
- Maintain customer confidence & good professional relations
- Take care of office procurement and control cost and expenses

- **Senior Agent at Teleperformance Company – Fattal bldg**

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Jisr El Wati

International Call Centre _ February2011 till June2014

- **Outbound operations:**

- Surveys & Statistics.
- Outbound Agent at Byblos Bank, Achrafieh-Sassine Headquarter

Job description: offering and selling Credit Cards and Personal Loan For Byblos Bank' Clients

- *Telesales & Telemarketing: American Life Insurance Company (Alico), Capital Financial Company (CFC) and Beirut Circle Privilege Card*
Job description: selling policies for ALICO and selling credit cards for CFC and making cold calls for Beirut Circle Company to sell its privilege card
- **Inbound Operations:**
- *Shengen Embassies: German, Greek, Italian and Spain* ***Job description:*** handling calls, taking appointment for applicants and preparing report
- *Hotlines: Khalil Fattal ET Fils, Tevega, IBL, Cablevision, Ministry of Health*
Job description: handling calls, serving clients, sending emails and requests for departments, follow up all the operations and assure the good after sale services

OTHER SKILLS

- *Spoken, Written, Read: Arabic, French and English*
- *Additional Language Skills: Assyrian (spoken, written& Read)*
- *Proficiency in the use of Personal Computers, MS office (Excel, Word, Access, Internet, Outlook...)and the accounting software: Profiles Integrated Management System(PIMS)*
- *Hobbies :Travelling , Listening Music & Sports*

REFERENCES

Upon Request