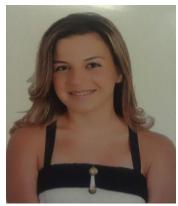
Sonita S. Dinkha Kassab



Address: Sed El Baouchrieh, Metn, Lebanon

Mobile: 71-897017

Email: sonidinkha@gmail.com

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**

(2009-2010)

• 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

Jisr El Wati

International Call Centre _ February 2011 till June 2014

- 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 <u>Job description:</u> handling calls, taking appointment for applicants and preparing report
- Hotlines: Khalil Fattal ET Fils, Tevega, IBL, Cablevision, Ministry of Health

 <u>Job description:</u> 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