

TALINE YACOUB BERBERIAN

Bourj Hamoud, Beirut - Lebanon Tel: 00961-76-441883

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OBJECTIVE

- In a finance department of a well-developed company with opportunities for personal experience & improvement.
- The potential to be familiar with other departments' tasks.

PERSONAL

- Experience in chief accounting.
- Interacting & following up the orders of customers.
- Issuing the invoices and receipts.
- Preparing & clearing governmental taxes (VAT, Taxes on salaries, declaration of Social Security... etc.).
- Preparing payroll & commission based salaries for over 50 employees.
- Reconciliation of Account.
- Control & follow up of accounting entries.
- Issuing products & following up the delivery department.
- Closing daily cash.
- Experience in administrative management.

PROFILE

- Effective communicator.
- Interact well with colleagues, auditors and management.
- Organized.
- Have the ability to work under pressure.

EDUCATION

2004 DIPLOMA – LCCIEB @ ICTN (Beirut)

(London chamber of commerce industries examination board)

- I) a) Accounting I.A.S. (Financial Accounting)
 b) Business & Industrial Administration.
 c) Cost Accounting.

1989

- II) Certificate in BT2 Commerce Hovagimian College (Beirut)

WORK EXPERIENCE

• *Since January 2018*

Exclusive Management S.A.R.L. a telemarketing company which promotes memberships with different kinds of deals, Beirut-Lebanon

- Distributing memberships and following up the delivery procedure.
- Closing daily cash.
- Controlling the agents' sold memberships & paying the commissions/salaries.
- Scheduling and managing the administration of the company.
- Managing the accounting.
- Assisting the customer service department.

From 1991 till 2017

Boyadjian Bros. S.A.R.L. for manufacturing shoe soles & shoe accessories Beirut-Lebanon

- Receiving orders and invoicing from 1991 till 1995
- Assistant accountant from 1995 till 1998
- Junior accountant from 1998 till 2002
- Senior accountant from 2002 till 2004
- Chief accountant from 2004 till 2017

From September 2015 till December 2017

Boyadjian Group S.A.L. for manufacturing shoe soles & shoe accessories Beirut-Lebanon

- As chief accountant

From May 2016 to August 2016

Catena S.A.L. Franchise TOMATOMATIC PIZZA Sin el Fil Lebanon

- ***As chief accountant***

Since 2000

Inventory Warehouse

- Codification, and Inventory control.
- Pricing Articles after manufacturing stock.

Accounting

- Daily accounting responsibilities and procedures
- Interest and Credit Notes
- Receipts
- Bank reconciliations
- Following up Debtors & Creditors
- Social security
- Taxes on salaries
- Payroll over fifty and plus employees
- Commission based salaries
- Income Statement
- Closing daily cash
- VAT
- P&L

SPECIAL SKILLS

- Computer skills
- Working knowledge of MS Windows
- Word
- Excel
- Internet skills
- Power point
- Photoshop
- Visual Dolphin (accounting program)
- Brains Visual Mc 4 Me (stock and accounting programs)
- PIMS (accounting program)

LANGUAGE SKILLS

V. Good command of

- English.
- Arabic
- Armenian (Mother language)

SOCIAL SKILLS

From 2006 to 2008

Member of council of H.M.E.M. Scouts Bourj Hamoud.

From 2008 to 2012

Member of Regional council of H.M.E.M. Scouts.

From 2013 to 2015

Administrative member of H.M.E.M. Bourj Hamoud.

PERSONAL DATA

Date of birth: 15 April 1974

Nationality: Lebanese

Marital Status: Married with two children (Adults)

HOBBIES

- Hand Crafts
- Artisanal
- Music
- Sport
- Cooking healthy snacks and meals

References:

Mr. Antoine Haddad

Mobile: 03/757815

Mr. Boghos Younisses

Mobile: 03/513124

Mr. Amin Adas

Mobile: 03/827609

N.B.:

Certificates available upon request.