

TANIA JOSEPH FADDOUL

Mar Moussa Street, Antelias ,Metn

Phone: +96171524141

Email: Tania.j.faddoul@hotmail.com

Date of Birth : 04/07/1990

JOB OBJECTIVE

Seeking a job as an accountant where I will be able to utilize my strong knowledge, experience and organizational skills to fulfill a position within a reputable company.

EDUCATION

2010-2012 ISAE-CNAM

Bekfaya, Lebanon

Business Administration

2008-2009 Technical and language center

Jdaideh, Lebanon

Bachelor Degree in Management and IT

EXPERIENCE

- July 2017 To Present Agev SAL – Pikasso Group Furn El Chebbak, Lebanon

Position: Stock and Invoicing Coordinator

Duties:

- Execute inventory control measures to ensure the company minimizes stock holding and maximizes stock system and paper work accuracy
- Prepare and record sales orders and ensure all invoices are issued and delivered
- Fill out all the needed data related to the invoices issued, update and insert info related to the stock sheet, production and purchasing sheets.

- Produce daily/weekly reports to ensure key critical areas of the stock system are controlled and any discrepancies are addresses and resolved.
- Complete all administrative tasks and paperwork such as filing, data entry, keeping all records up to date.
- Ensure and monitor the stock level Min/Max.
- Ensure regular stock control by performing daily spot checks of stock availability for PO, and in/out operations.
- Issue all sales orders from production orders to issuing invoices.
- Contact all clients and suppliers in order to follow up and ensure collections in due time.
- Maintain the needed company material and stocked products.
- Minimize overstock and removal of obsolete or redundant raw material.
- Ensure incoming products are received and managed appropriately according to company procedures.
- Ensure all material is ready and available for production when required.
- Follow up on all sample production items presented to customers by ensuring items are returned either in stock or to the concerned person.
- Issue reports related to the consumables' usage and costs.
- Issue reports related to material utilization and scarp.

- October 2011 June 2017 Glastronic Jal el Dib, Lebanon

Position: Customer service, Accountant and Purchasing

Duties:

- Manage placement of orders, refunds, or exchanges.
- Resolve customer complaints via phone, email or social media.
- Compile reports on overall customer satisfaction.
- Greet customers warmly and ascertain problem or reason for calling
- Responsible for the petty cash at the company
- Answer questions about warranties or terms of sale.
- Prepare exchange bonds.
- Reconciliation of bank statement and suppliers account's statements with the company financial status
- Prepare forged documents for the workers and the Ministry of Labor
- Purchasing raw materials from suppliers.
- Preparing production orders
- Secures financial information by completing data base backups.
- Preparing bank checks for suppliers.

- Preparing attendance sheets of employees for monthly salaries
 - Vehicle tracking for drivers
 - Preparing clients sales invoices, collect money and preparing receipt
 - Organize and update clients database
 - Handling cash and checks deposit
 - Arranging bank transfers and bank letters for cash deposit and withdrawal.
 - Data entry for bank voucher for check and cash deposit and cash withdraw
- April 2010...Sept 2011 ImadEngineering&contractingS.a.r.l. Sin el Fil, Lebanon

Position: Accountant

Duties:

- Data entry of purchasing and sales invoices into dolphin software.
- Preparing attendance sheets of workers for monthly salaries

CAREER SKILLS

- Excellent communication and presentation skills
- Able to work individually and in teams.
- Able to operate multi-line telephone in timely and professional manner
- Able to work under pressure and meet deadlines
- Able to write Formal and informal reports inside or outside the organization
- Able to organize the work efficiently

COMPUTER SKILLS

- Computer proficiency in Microsoft Office and internet searches
- Excellent use of computer software:
 - SWAP
 - Dolphin

LANGUAGES

- Fluent in Arabic, French
- Basic Knowledge in English

HOBBIES

Reading, Traveling, and Jogging

REFERENCES

Available upon request