

RAMY KOZHAYA

I. Personal Data:

Full name: Ramy Andre kozhaya
Date of Birth: March 20, 1991, Mount Lebanon
Mobile: 71 - 113 736,
Email: ramykozhaya@hotmail.com

II. Education:

Sep 09 – June 013 **The Holy Spirit University of Kaslik, Lebanon**
Bachelor of Business Administration
Major: *Audit*

June 09 **College Central Jounieh**
Lebanese Baccalaureate

III. Experience:

Jan 017- Feb 019 **Partner at Fresh Salads, Tbilisi, Georgia**
holding the operation part

- Coordinate with the team to improve the quality of services and ensure all operation are efficient, profitable, and properly done
- Assist with Auditor and partner to create and implement policies to increase productivity, maximize profit, and cut costs
- Handle a good relationship with clients
- Define departments daily problems, and put plans to solve them
- Coordinate with suppliers for daily orders and assist in receiving goods
- Coordinate with the accountant in cash position and bank issue, as daily closing cash

Dec 014 – Dec 016 **Accountant at Comtek , nahr el mot, Lebanon**

- Data entry, JV, RV, PV, Bank Reconciliation,
- Handle Petty cash of all branches
- Follow up with the sales dept. to send invoices and credit notes for clients

Oct 012- April 013 **Trainee, Dorkhom Co. Auditing Sin El Fil, Lebanon**

Sep 009- June 011 **Cashier, Mr. Brown Adonis, Lebanon**
And assisting in shelf stocking, product display and pricing as well

IV. Special Skills:

1. **Language** Fluent in Arabic, English and French
2. **Computer Literacy:** Word, Excel, PowerPoint