

Rachelle Michel Ghanem

La Morena str

Zouk Mosbeh, Mount Lebanon, Lebanon

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OBJECTIVE

To be a part of a progressive firm offering opportunity for career advancement and Professional growth and which will help me gain sufficient knowledge. Where the Management rewards loyalty, honesty and ambition of an employee. That gives me scope to update my knowledge and skills in accordance with the latest trends and to be a part of the team who dynamically work towards the growth of the Organization and to gain satisfaction there is for.

Strengths:

- Hardworking Ability
- Flexible and willing to work under pressure in calm manner
- Excellent skills in communication

EXPERIENCE

Assistant Manager-Accountant-Stock-Sales

2013 till present

Stargate SARL, Hazmieh, Lebanon

Responsibilities varies from:

- Assist the controller in the preparation of financial statements.
- Review account payables, including invoices.
- Perform account and bank reconciliation.
- Prepare journal entries.
- Receive and store confidential files and documents.
- Handle petty cash and the cash sales. (follows with sales person and drivers)
- Prepare purchase orders and follow with suppliers.
- Maintain the prepaid expenses and record the transactions in the accounting software every month.
- HR tasks, such as participate in planning and development of corporate objectives, align the work to achieve company goals.
- Interviewing applicants, informing them of job duties, responsibilities, benefits, schedules, working conditions, promotion opportunities, etc.
- Following up with day to day responsibilities of the employees.

	<ul style="list-style-type: none"> • Contribute to build a work environment where employees feel satisfied and motivated, • Senior sales representative, present, promote and sell computer hardware and all products related . • Perform cost-benefit and needs analysis of existing potential customers to meet their needs. • Establish, develop and maintain positive business and customer relationships. • Reach out to customer leads through cold calling • Expedite the resolution of customer problems and complaints to maximize satisfaction. • Analyze the territory market's potential, track sales and status reports. • Supply management with reports on customer needs, problems, interests, competitive activities, and potential for new products and services. 	
	Accounting	2012-2013
	<i>Hands on, Sodeco</i>	
	<ul style="list-style-type: none"> • Follow up with accounting tasks, in addition to performing data entry. • Review account payables, including invoices. • Prepare journal entries. 	
	Outdoor sales, and trade marketing	2010-2011
	<i>Meptico, Zouk Mosbeh</i>	
	<ul style="list-style-type: none"> • The products that I handled are: Domo, and Darina . 	
	Counter clerk	2009-2010
	<i>Western Union, Salameh Services, Hazmieh</i>	
	<ul style="list-style-type: none"> • Perform transactions • Sales representative 	

	<i>Receptionist and Administrative clerk</i>	<i>2004-2007</i>
	<i>Maronite Shelter For Elderly People</i>	
EDUCATION		
	AUL (Arts, Sciences, and Technology University	
	B.S in business management (Class of 2012)	
LANGUAGES		
	Arabic: Native Speaker French: Excellent Speaking, Writing and Reading English: Speaking, Writing and Reading	
COMPUTER SKILLS		
	MS Office (Word, Excel, & PowerPoint), Internet 3Ds DATACOM professional software	
HOBBIES : outdoor activities, swimming, reading		
References: Available upon request		