

# Cendrella Antoun

📍 main street, Amshit (Lebanon)

☎ +96171773826 ✉ cendrella.antoun@hotmail.com

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Amshit

**Subject:**Applying for accountant/ auditor position

Dear Sir/Madam,

I would like to apply for your Auditor position. I'm a fresh graduate student in bachelor of Business accounting with a major in auditing, seeking the opportunity to implement my knowledge and skills and make a contribution to your organisation.

I am familiar with account payable,account receivable, statutory account preparation and tax compliance...etc. therefore, capable of contributing efficiently in these areas. Moreover, i have participated to many entrepreneur competitions such as hult prize 2016, ACIE and impact startup besides i have worked with Altcity(elevate) which include many sessions with mentors from different fields ( finance,marketing,..etc). Therefore, I am responsible, honest, efficient and have a long history of getting things done whilst working under pressure and to deadlines.

On a more personal level, I am a good team player who can easily interact with peers and counterparts whilst working independently or as part of a team.

Furthermore,i have computer skills such as Microsoft Word, Excel,power point, prezi,slide bean....etc.

As an enthusiastic and results-oriented individual, I would appreciate the opportunity to meet with you to discuss my capabilities in detail.Please contact me by phone (71/773826) or email ( cendrella.antoun@hotmail.com) at your earliest convenience to arrange an interview.

Thank you for your time and consideration.

Sincerely,

Cendrella Antoun

## PERSONAL INFORMATION

**Cendrella Antoun**

 main street, Amshit (Lebanon)  
 +96171773826  
 cendrella.antoun@hotmail.com

## JOB APPLIED FOR

**Accountant/ auditor**

## WORK EXPERIENCE

May 2017–Present

**freelancer in accounting and auditing**

Jounieh (lebanon)

Services that i process are

- Accounting and data entry for some small businesses
- Financial reporting
- Inventory auditing
- Declaration for Ministry of finance such as income tax title 1 and 2 (R10,R5,R6,R3)
- Social security declaration

1 Aug 2016–31 Aug 2016

**trainee**

Banque du Syrie et du Liban, Jbeil (Lebanon)

Teller position trainee:

- Providing account services to customers by receiving deposits and loan payments; cashing checks.
- Recording transactions by logging cashier's checks, traveler's checks, and other special services; preparing currency transaction reports.
- Completing special requests by closing accounts; taking orders for checks.

1 Jun 2016–30 Jun 2016

**trainee**

Jean Souaid accounting and auditing office, Jounieh (Lebanon)

I was assigned to do:

- Data entry
- Reconciliation Statement of third parties : clients ,suppliers, bank
- Helping in the declaration of VAT, salaries and wages
- Report studies
- Helping in audit report

2 Jun 2014–2 Jul 2014

Jean Souaid accounting and auditing office, Jounieh (lebanon)

## EDUCATION AND TRAINING

Sep 2013–Jul 2017

**certificate in Business administration**

Holy Spirit University of Kaslik, Kaslik (Lebanon)

Audit

8 Sep 2015–2 Feb 2016

University of Toulon IAE, Toulon (France)

Business administration

Oct 1998–Jun 2013

Ecole Notre Dame de Mayfouk, Mayfouk (lebanon)

Life Science (SV)

## PERSONAL SKILLS

Mother tongue(s) Arabic

Other language(s)

|         | UNDERSTANDING                  |         | SPEAKING           |                   | WRITING |
|---------|--------------------------------|---------|--------------------|-------------------|---------|
|         | Listening                      | Reading | Spoken interaction | Spoken production |         |
| French  | C1                             | C1      | B2                 | B2                | B2      |
|         | DELF B1, B2<br>Projet voltaire |         |                    |                   |         |
| English | C1                             | C1      | B2                 | B2                | B2      |

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user  
Common European Framework of Reference for Languages

Communication skills

Good communication and pitching skills gained through my experience as contestant in "Hult prize2016" ( social innovation for refugees ) and "impact startup sprint" (ALTCITY; elevate), ASHER CENTRE FOR INNOVATION AND ENTREPRENEURSHIP(ACIE)

Excellent communication and organizing skills as i was responsible in many kids summer camp.

Organisational / managerial skills

I have good organisational skills as i organised many summer camp besides i was responsible to lead many teams. However, i gained many organisational skills by being a mentor in LIU sprint bootcamp for student entrepreneur.

Digital skills

| SELF-ASSESSMENT        |                 |                  |                  |                  |
|------------------------|-----------------|------------------|------------------|------------------|
| Information processing | Communication   | Content creation | Safety           | Problem solving  |
| Independent user       | Proficient user | Independent user | Independent user | Independent user |

Digital skills - Self-assessment grid