

Nariman Al Ahmadih

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Address: Aley- Lebanon

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Nationality: Lebanese

Academic Qualification:

- **Lebanese International University**

Bachelor of Business Administration (BBA): Accounting Information System

- **Majed AL Banna Secondary High School**

Diploma: Lebanese Baccalaureate, Sociology and Economics

Knowledge Of:

- Data Entry
- General Administration – Accounting Administration
- Troubleshooting
- Completing work Schedules
- Computer Literate
- Customer Support

Personal Abilities:

- Confident Phone Manner
- Quick Learner
- Multitasking
- Sociable
- Highly Presentable
- Good Communicator
- Ability to cope and work under pressure

Work Experience:

- **Student assistant at LIU** **2016 - 2017**
- **Sarieddine Group S.A.R.L – Aley** **2018**
Accountant & Showroom Manager

Duties:

- ✓ Control Inventory and order Supplies
- ✓ Manage incoming/out-going mails, faxes ,petty cash, expenses reports
- ✓ Operating bills and handling financial transactions
- ✓ General administrative duties in the office
- ✓ Give information about enrollment, classes, special events, tuition and directions to campus.
- ✓ Assist staff with IRT Administrative Office duties

Computer Skills:

- ✓ Microsoft office application (word, Access, Excel, Power point, etc....)
- ✓ Efficient usage of Email and internet for research, and other administrative purposes.

Languages:

- ✓ English
- ✓ Arabic

Reference:

- ✓ References Available upon request.

