

Curriculum Vitae Myriam Obeid

Zgharta, Lebanon
Mobile: 00961-3-273940
Email: myriam_obeid@hotmail.com

OBJECTIVE

Seeking a medium level position in the financial area to implement my extensive education in Business of administration.

PERSONAL INFORMATION

Birth Date: 1993
Nationality: Lebanese
Visa Status: Citizen

Residence Location: Zgharta- Nazir Obeid building
Marital Status: Single
Driving license: Lebanon

WORK EXPERIENCE

29 June – 24 July 2015 *Central Bank of Lebanon*

- Introduction to the Bank's main compositions.

September – October 2015 *Maarawi Bros.Co*

- Accountant

April 2017 – Present 2019 *Keserwan Medical Center Sal*

- Accountant :
 - Journal entries related to: Cash ,
Cafeteria journal entries
Credit cards transferred to bank,
Invoices of Constructions, Purchases and Expenses.
 - Suppliers and Banks reconciliations.
 - Preparation of suppliers/divers payments.
 - Manage suppliers offers and contracts.
 - End of month invoices related to(Parking Physicians,Rent,Other invoices cashier) .
 - Quarterly invoices related to parking employees.
 - Cashier audit and cash reconciliation.
 - Collection from third party payers.
 - Dispatching of invoices : transfer the data from collection to accounting system.

EDUCATION

- Bachelor in Business of Administration Prom 2015, Lebanese French University **ULF**, Bechara El Khoury-Tripoly.

SKILLS

SKILL	Skill Level
Microsoft Office	Very Good
Internet Surfing	Very Good

LANGUAGES

Language	Skill Level	Written	Spoken
English	Good	Good	Good
French	Normal	Good	Good
Arabic	Good	Good	Good

REFERENCES

Available upon request.