

CAROLINA ABOU TARIEH

Al Wisam building, Bchamoun, Lebanon · +961 76 986513

Carolina.abou@outlook.com | www.linkedin.com/in/carolina-abou-tarieh-96389085

EDUCATION

SEPTEMBER 2017 TO DECEMBER 2019

BACHELOR'S IN BUSINESS - MANAGEMENT, UNIVERSITY OF BALAMAND (UOB), LEBANON.

Listed in the Honor list.

2009 TO 2014

HIGH SCHOOL, EASTWOOD COLLEGE.

Graduated with honors.

EXPERIENCE

SEPTEMBER 2019 TO NOVEMBER 2019

CASH COLLECTION ASSISTANT, RASAMNY YOUNIS MOTORS COMPANY (RYMCO)

- Monitor clients account to identify overdue payments through the accounting program Silver Blaze and contact them to arrange payment
- Check invoices in order to be sent to the insurance company for payment collection
- Prepare global invoice for the Lebanese army for payment collection

AUGUST 2019 TO SEPTEMBER 2019

INTERN, RASAMNY YOUNIS MOTORS COMPANY (RYMCO)

- Process to develop a campaign for social media
- Publish used cars on their website
- Check invoices in order to be sent to the insurance company

DECEMBER 2018 TO JANUARY 2019

INTERN, OPTIMAL SOLUTIONS AND TECHNOLOGY (OST), USA.

- Welcome people by greeting them, in person or on the telephone; answering or referring inquires
- Held in charge of arranging an anniversary party to the employees who have served the company for 10 and 15 years.

Languages: English, Arabic, Spanish.

Skills: Microsoft Office