

Curriculum Vitae

Name: **Chantal Joseph Yazbeck**

Mother Name: Nada Abi Elias • Father Name: Joseph Yazbeck

Mazraat Yachouh • Lebanon

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Date & Place of Birth: 11/06/1989 • Jdeideh El Maten • Single • Lebanese

SUMMARY

Looking to achieve employment with an established & reputable company allowing me to utilize my skills and ambitions to assist the company with growth and success.

EDUCATION

- | | |
|-------------|---|
| 2016– 2019 | <i>MBA in Banking & Finance,</i>
Sagesse University, Beirut, Lebanon |
| 2009 – 2013 | <i>Bachelor Degree in Business Administration, Major Finance & Accounting,</i>
Sagesse University, Beirut, Lebanon |
| 2006 - 2008 | <i>Lebanese Baccalaureate, Certificate of Secondary Education in Life Science,</i>
Sacree-Coeur School, Beirut, Lebanon |

RELEVANT CAREER EXPERIENCE

Jan 2011 – Till 2014 → Sales Executive & Assistant manager

Quasar S.A.L. Company , Horsh Tabet, Lebanon

- Projects Pricing In charge:

Pricing projects taken by Quasar.

Visiting Quasar sites to meet with client's needs.
- Coordinate and follow up all purchases with suppliers and shipments with forwarders and custom clearance agents when the person concerned is absent.

Senior Accountant

Jan 2014 – Till date → Responsible accountant for Offshore department.

Jan 2018 – Till date → Responsible accountant for Onshore department.

- Accounting Division:

Data entry for all debits and credits (Reconcile balance Sheet, Inter-company transactions and Monthly cash flow).

Audit of all accounts statement (Month-end and year-end close process, Cash report & Bank Reconciliation).

Cashier for all direct invoices (Invoicing - Receipts & Payments).

Payrolls (In charge of all payments and receivables).

Preparing VAT reports for auditor (quarterly account reconciliations).

COMPUTER SKILLS

Certificate of completing a practical workshop in "Payroll taxes & social security".

Certificate of completing a practical workshop in "Advanced VAT".

Certificate in AutoCAD for drawings.

Microsoft: Word / Excel / Internet/PowerPoint/Outlook.

Access Database, Personalized system for Contracting Company's.

LANGUAGE SKILLS

Excellent knowledge **English & Arabic** (written & spoken).

References available upon request