

CELINE SFEIR

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Personal Details

- **Full Name:** Celine Elias Sfeir
- **Birth Date:** November 14 1995
- **Nationality:** Lebanese
- **Address:** Ajaltoun- Elias Sfeir Blg

Education

Notre Dame University
BBA in economics

Zouk Mosbeh, Lebanon
2013-2017

Charite Des Filles
Science Economiques

Ajaltoun, Lebanon
1998-2013

EXPERIENCE

Creditbank SAL
Commercial unit- CAD

Dekwaneh- Metn
June 18 – Present

- Limit insertion
- Checking legal and all original documents
- Renewal of some information related to commercial clients
- Instructions for mortgage release, mortgage registration...
- Legal follow up

Emile Kassis & Sons
Intern in Finance department

Adliyah-Beirut

- *Payroll*
- *Reconciliation*
- *Balance sheets*
- *Cost of material purchased*

Jan18-Feb18

Safeguard Enterprises Offshore
Junior accountant

- *Data Entry*
- *Reconciliations*
- *Bank Positions*

Downtown
June17-Oct17

Malia Group
Sales (4 days per week)

- *Selling cosmetic products*
- *Supply management with reports on customer needs, problems and interest.*
- *Inventory reports*
- *Transfers and Bank connection*

Jdeideh
July16-April17

Private Tutoring

- All science and Literature materials for a 15 years old
- Economics and statistic materials for university students

Ajaltoun, Lebanon
2014-2016
2014-2017

Credit Bank

Intern

- Data Entry of transactions on the system
- Assist Tellers in daily tasks

Ajaltoun, Lebanon
July-October 2016

Mawkade
Operation

- Making deals with Suppliers
- Ordering Stocks and inventory
- Counting of the Stock Inventory (All products bought and sell)

Zouk Mosbeh, Lebanon
March -September 2015

Language

- **Arabic:** read, write, speak
- **French:** read, write, speak
- **English:** read, write, speak

Computer Skills

- Word
- Excel
- Power Point
- Sage 100
- Sage X3

Activities

- Swimming
- Dancing
- Music
- E-views

