

LINA HARB WAZEN

PERSONAL INFORMATION

Date of Birth: January 01, 1981
Marital Status: Married
Address: Dekwaneh, Beirut, Lebanon
Mobile: 03-635229
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EDUCATION

2005→ TS3 Accounting and Finance at Pigier- Supec Gemmayze
2002→ BT3 Marketing and advertising at Pigier – Supec Gemmayze

PROFESSIONAL SKILLS

July 2019 – November 2019 → ACET BARRILUX

Position held:

- 1- Accounting: Payroll, invoicing, data entry
- 2- Service Coordinator

April 2014 – June 2019 → LC MOTORS SAL

Position held:

- 1- Invoicing: invoicing of all the orders of the customers
- 2- Cashier
- 3-Accounts payable: make payments for the suppliers
- 4- Payrolls and salaries
- 5- Bank reconciliation and suppliers
- 6- VAT and CNSS: Settlement of VAT and CNSS fees.

July 2008 – April 2014 →Noha For Exploitation & Natural Mineral Water sal

Position held:

- 1- Invoicing: invoicing of all the orders of the customers
- 2- Cashier
- 3-Accounts payable: make payments for the suppliers
- 4- Payrolls and salaries
- 5- Bank reconciliation, customers and suppliers
- 6- VAT and CNSS: Settlement of VAT and CNSS fees.

June 2007 - June 2008 → Private Hotel

Position held:

- 1- Reservations: make reservations for Hotel's guests (check in / checkout)
- 2- Public Relation

May 2004 – May 2007 → Anastasia Travel:

Position held:

- 1- Invoicing: invoicing of all the files of incoming guests
- 2- Bank reconciliation, customers and suppliers.
- 3- Business Letters
- 4- Collecting money from the agents.
- 5- Accounts payable: make payments for the suppliers.
- 6- VAT: Settlement of VAT fees.

GENERAL KNOWLEDGE

Software:

CAPITAL, WIZARD, DOLPHIN, MS OFFICE

Languages:

LANGUAGE	READ	SPOKEN	WRITTEN
ARABIC	FLUENT	FLUENT	FLUENT
ENGLISH	FLUENT	GOOD	GOOD
FRENCH	FLUENT	GOOD	GOOD

ACTIVITIES

Sport: swimming, walking

Internet

Reading