



## **GEORGIO EL BOUSTANY.**

### **Accountant**

*Beirut – Lebanon*

### **Contact:**

*D.O.B: 16-04-1991*

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### **Personal characteristics**

- Ambitious and self-motivating
- Good communication skills
- Team spirit.
- Active

### **Personal skills**

- Confident
- Time management
- Managerial skills
- Ability to learn quickly and adapt to changing environments.
- Well-presented and able to establish good working relationships.
- Good team player

### **Education**

#### **Higher Education**

2009-2013

- BA Accounting and Finance AKU (Al-KAFAAT University) – Ain Saade

#### **Technology Institute**

2006-2009

- Technical Baccalaureate in Business Computing  
Campus Libano *European of Technology – KAFAAT Ain Saade*

#### **High School**

- St Charbel High School – Jieh

#### **Preparing to the PMP exam**

### **Languages**

- **Arabic** written & spoken
- **English** written & spoken
- **French** written & spoken

### **Software**

Experienced user of:

- Microsoft Office (word, Excel, PowerPoint)
- Visual Dolphin
- Fox Pro
- Pims
- CRM

### **OBJECTIVES**

A five years experienced Accountant with efficiency seeking accountant position. In a leading company where I can use my experience and develop great skills to improve my work and performance and make progress to the company and also achieve my own objective. I am a punctual and reliable person who is patient. I am a Well-presented person and able to establish good working relationships with a range of different people, dealing and leading effectively with people at all levels. I can work with a team environment and independently.

### **WORK EXPERIENCE**

**01/09/2017 – till present: working in management department (as management - sales- finance and accounting) Kay Systems S.a.l. – Badaro - Lebanon**

- Follow up customer accounts
- Set up invoices
- Weekly and monthly report of the client payment
- *Collecting money*

**05/02/2017 – 30/8/2017: working as Loan Officer (microfinance) at Emkan Finance S.a.l. – Dora - Lebanon**

- Responsible for marketing Emkan Finance loan products
- Critically assess and evaluate potential
- Fill loan applications and conduct business analysis, and monitor active client's repayments

**02/01/2014 – 04/02/2017: working at Rim Company – Jal El Dib - Lebanon**

- Data Entry of Gallon and Bottles Journal and control
- Control of stock daily and monthly
- Global gallons and bottles journal closing (cashier and journals)
- Statements of accounts monthly.
- Reconciliation
- Receipt

**2009: Working for 6 months in an accounting office – Jdeideh – Lebanon**

