



NOUR ROUMANY

Lebanese

January 10th 1997

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■ VISION & OBJECTIVE

- Experienced head accountant and store manager seeking to obtain a position in any field that offers opportunity and experience with growths and development that will be an added value to my career within a reputable firm.

■ EDUCATION

- **2015 – 2017:** Bachelor's Degree in "Gestion et Management" (Business and Management).

Université Saint-Joseph, Beyrouth - Liban

- **2000 – 2015:** High School Diploma (French and Lebanese Baccalaureate), "Science Economique", specialty "Mathematiques"

Lycée Abdel Kader, Beyrouth - Liban

■ EXPERIENCE

- **September 2018 – Present:** STORE MANAGER at *HIBOUCO – Twenty Four Seven, Beirut – Lebanon*

Oversees all the professional activities of the staff members (advising, performance reviews, training, scheduling). Sustaining and ensuring the shop's financial objects, inventory, sales floor and detailed records.

Direct connection and management of the customer service.

- **June 2015 – Present:** HEAD ACCOUNTANT at *HIBOUCO – Twenty Four Seven, Beirut – Lebanon*

Managing daily accounting tasks of five branches, maintains financial records for subsidiary companies, provides financial status information, effecting companies' payments (cheques, receipts, invoices) and employees' payments (monthly salaries). Controlling and issuing all retail orders of the branches (buying/selling products, cost control, pricing, distribution), stock and warehouse direct supervision, handling and coordinating with the banks for all transactions and operations related.

- **Jan 2015 – Jan 2020: SOCIAL MEDIA EXECUTIVE** at *HIBOUCO – Twenty Four Seven, Beirut – Lebanon*

Direct social media marketing campaigns and day-to-day activities, create and superintend all published content images, video and written (Instagram – Facebook – Twitter).

- **July 2017 -August 2017 : INTERNSHIP** at *Société Générale de Banque au Liban, Beirut – Lebanon*

Assisted and served as one of the tellers and the department of Direction Execution and Control of Credits & Operations.

- **May 2013: INTERNSHIP** at *Future Television, Beirut – Lebanon*

Accommodated the daily morning live shooting of the program "Akhbar Al Sabah (The morning news) " and every task related.

■ **VOLUNTEER EXPERIENCE**

- **2016 – 2019 : STAFF MEMBER** at *Beirut Unisports Festival and Les Jeux Interscholaires de l'Université Saint-Joseph, Beirut – Lebanon*

Organizer, photographer and social media manager.

- **Sunday 6th May 2018: VOLUNTARY ACTION** at *Dar Al Aytam, Beirut – Lebanon*

A whole day spent at the orphanage with the children offering all kind of fun activities suitable for them.

■ LANGUAGES & TOOLS

- **Arabic:** Highly proficient
- **French:** Fluent
- **English:** Fluent (English proficiency assessment diploma from *SAINT LOUIS UNIVERSITY*)
- **Microsoft Office Pack:** Proficient

■ SKILLS

- Team work
- Time management
- Problem solving skills
- Ability to work well under pressure

■ SPORTS

- Futsal: Lebanese 1st Division (Club 1875)
- Universities League of Lebanon (Université Saint-Joseph)
- Football: Lebanese 1st Division (Stars Academy for Sports – Beirut Football Academy)

■ REFERENCES

- Available upon request.