

## CURRICULUM VITAE

**NAME** **Jessy Chamoun**

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NATIONALITY	Lebanese
DATE OF BIRTH	3 September 1991
MARITAL STATUS	Married
LANGUAGES	Arabic, French & English

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### PROFESSIONAL EXPERIENCE

2017-2020

#### **Expert Medical diagnostics SAL**

##### **Department of Finance & Accounting**

- Developing external relationships with appropriate contacts, e.g. Auditors, bankers...
- Producing accurate financial reports to specific deadlines;
- Managing budgets;
- Arranging new sources of finance for a company's debt facilities;
- Taxes and NSSF Fees (Calculation and payments);
- Keeping abreast of changes in financial regulations and legislation;
- Data entries (invoices, receipts and payments);
- Bank reconciliation;
- Salaries and wages;
- Audit all Cashier's journal vouchers, invoices and receipts
- Audit all Receivables (Insurance payments, subcontractors...)
- Invoicing
- Pricing (new tests)
- Reports, request of payments and suppliers/ clients' statements;
- Stock (inventories, pricing, in and out and valuation of stock)
- Preparing all Doctor's fees
- Purchase orders (putting orders to suppliers)
- Paper works and administration duties

December 2010 – 2017

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##### **Department of Finance & Accounting**

- Developing external relationships with appropriate contacts, e.g. Auditors, bankers...

- Producing accurate financial reports to specific deadlines;
- Managing budgets;
- Arranging new sources of finance for a company's debt facilities;
- Cost centers reports and cost of projects;
- Keeping abreast of changes in financial regulations and legislation;
- Data entries (invoices, receipts and payments);
- Bank reconciliation;
- Salaries and wages;
- Reports, request of payments and suppliers/ clients statements;
- Stock (inventories, pricing, in and out and valuation of stock)
- Purchase orders (putting orders to suppliers)
- Paper works and administration duties

2008-2010

**Azadea Group – Lebanon**

**Sales representative and cashier**

- Cash – transfer – closing balance
- Reports
- Customer Service Skills
- Communication Skills

**EDUCATIONAL BACKGROUND**

2014 – 2015

**AUL University**

- Business Administration, Finance & Accounting

2012-2015

**Sagesse University**

- Business Administration, Finance & Accounting

2009-2011

**Lebanese University**

- Law

2008-2009

**Rosary sisters' school**

- Sociology and economics (SE)

**LANGUAGE**

Speaking, Reading and writing fluently: English, Arabic and French

## COMPUTER SKILLS

Accounting Software PIMS, Microsoft Office, and Internet Knowledge is Above Average.

## VOLUNTEER WORK

**2015**

### **Bonheur Du Ciel (Père Majdi Allawi)**

- Providing Care for Abused Women
- Providing care for Children and Adolescents facing Homelessness and Housing Insecurity
- Organizing and Finalizing all legal documents, files, paperwork, schedule, outing programs, inventories and follow up food supplies, medical supplies and all necessary needs of " **Bonheur Du Ciel**"

## HOBBIES

Reading, acting, singing, playing drums and extreme sports

## CONTACT INFORMATION

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