

CURRICULUM VITAE
ELIANE NAKHOUL
Business Administration

I. Personal Data:

- a. Full Name: **Eliane Georges Nakhoul**
- b. Date & Place of Birth: June 17, 1991, Wata El Joz, Lebanon
- c. Address: Tannous Building, Ain Bzil Street, Sarba, Mount Lebanon
- d. Mobile: (+961) 3 118684 / Email: elianenakhoul@gmail.com

Objective:

An experienced Accountant with five years of efficiency, seeking an accountant position where I can develop my career by using my experience and great skills to improve work performance, make progress to the company and achieve my goals.

II. Education:

Oct 2009 – Feb 2013	The Holy Spirit University of Kaslik, Lebanon <i>Bachelor in Business Administration</i> Major: Finance
May 2009	Collège Notre Dame de Louaizé-Zouk Mosbeh Lebanese Baccalaureate

III. Experience

July 2017 – January 2020	Accountant, <u>Admic SAL, Expense Department</u> <i>Nahr el Mot, Lebanon</i> <ul style="list-style-type: none">- Organizing supplier's reconciliation.- Following up with the suppliers regarding any issue with their accounts and resolving it.- Preparing checks to suppliers.- Entering expenses related to the company.- Processing of all accounts payable and receivable.- Balancing the petty cash in daily basis.
July 2015 – July 2017	Junior Accountant, <u>Admic SAL, Expense Department</u> <i>Nahr el Mot, Lebanon</i> <ul style="list-style-type: none">- Organizing supplier's reconciliation.- Following up with the suppliers regarding any issue with their accounts and resolving it.- Preparing checks to suppliers.- Filing.

- July 2014 – June 2015 **Junior Accountant, Société Abillamaa Pour le Commerce**
Achrafiyeh, Lebanon
- Invoicing.
 - Preparing checks.
 - Filing.
- May 2014 – July 2014 **Internship, Blom Bank, Retail Department**
Hamra, Lebanon
- Convincing clients about Blom's products and offers.
 - Keeping the client update to his contract.
- Nov 2012 – June 2014 **Private tutor**
Sarba, Lebanon
- Helping students in grade 3 and 4 with their homework.
 - Making sure that students pass their exams.
- March 2012 – Nov 2013 **Cashier, Al Saniour Restaurant**
Sarba, Lebanon
- Counting money in cash drawers at the beginning of shifts to ensure that amounts are correct.
 - Assisted customers with money transactions.
- June 2011 – March 2012 **Waitress, Al Saniour Restaurant**
Sarba, Lebanon
- Taking orders and serving customers.
 - Making sure that customers are satisfied.

Special Skills:

- Language	Speaking	Writing	Reading
Arabic	Excellent	Excellent	Excellent
English	Excellent	Excellent	Excellent
French	Excellent	Excellent	Excellent

- **Computer Literacy:** Word, Excel, PowerPoint, Outlook, Adobe PDF, Internet (Navigation, Research), Social Networking (Facebook, Twitter, Google...)

Other:

Hobbies: Sport and Music.