

[Joellejawish@outlook.com](mailto:Joellejawish@outlook.com)

[+961-70-841854](tel:+961-70-841854)

Beirut - Lebanon

## Joelle Ghassan Jawish

### Objective

I am seeking an opportunity within the operations management environment at your company that would utilize my educational and professional experience to its maximum extent.

### Education

- |             |  |
|-------------|--|
| 2017 – 2020 | BBA in Banking and Finance – Notre Dame University<br>Cumulative GPA: 3.92 “Summa Cum Laude” – Major GPA: 4.00 |
| 2002 – 2017 | Baccalaureate II in Life Science – Al Maanieh High School, Mar Elias Str.                                      |

### Experience

- |             |  |
|-------------|--|
| August 2019 | <b>Intern</b> – Byblos Bank sal  |
|             | <ul style="list-style-type: none"><li>• Developed skills required to interact with senior management and staff.</li><li>• Gained more knowledge about day to day activities of the bank.</li><li>• Developed skills needed in communicating with prospective customers and building a customer base.</li><li>• Learned about the products and services offered by a bank. (Insurance plans, LC, LG, credit cards, different types of accounts, etc.)</li><li>• Learned about the lending policy and procedure.</li></ul> |
| July 2019   | <b>Intern</b> – Banque Du Liban (BDL)  |
|             | <ul style="list-style-type: none"><li>• Gained a good understanding about BDL’s history, role and functions and structure.</li><li>• Examined the main functions of each department and unit.</li></ul>  |

- Applied the strategies and functions of each department to some actual case-studies.
- Performed and presented a narrowed business plan in a team of 6 members.

2018 – Present **Part Time Accountant** – Quadrant Electro-Mechanical Contracting sarl

- Recorded accounting and financial transactions. (e.g.: journal vouchers, payment vouchers, receipt vouchers, cash purchase, Cr. purchase, etc.)
- Prepared reports for quarterly audit and VAT declaration. (e.g.: trial balance report, daily journal reports, etc.)
- Prepared financial statements for reviews and income tax declaration.
- Performed all necessary recordings and analysis for projects' cost calculations to evaluate efficiency and effectiveness in pricing quotations and highlight points of strengths and weaknesses.
- Prepared sales invoices, receipt vouchers and credit notes (in case of any) for clients regularly.
- Posted customer payments by recording cash and checks on daily basis.
- Prepared and mailed monthly statements of account for clients.
- Reviewed suppliers' statements of account to check on compliance with invoices and payments through a statement of account issued from Quadrant's accounting system.
- Reviewed invoices from suppliers for coding accuracy and approval relatively with delivery notes and purchase orders.
- Prepared time sheets for onsite workers' payments.

2017 – Present **Private Instructor** for university and school students

- Identified the needs of learners and managed to adapt course content and delivery style to meet students' needs.
- Developed academic strategies to improve student self-sufficiency.
- Increased grade average by assisting with assignments.
- Communicated with parents about students' progress.

## **Skills**

### **Technical skills**

Accounting software:

Silicon Books

### **Soft skills**

- Analytical
- Communication
- Persistence
- Planning and Organizing
- Problem Solving
- Teamwork
- Time Management

## **Languages**

Arabic - Spoken and written fluently – Native.

English - Spoken and written fluently.

## **Computer skills**

Microsoft Office

## **References**

Available upon request.