

Elie Boustany
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OBJECTIVE

Seeking a working experience that enhances my communication skills; requires responsibilities
Offers vast opportunities for professional growth and personal accomplishment and prepares me to enter the business world.

EDUCATION

From 09/17 to 07/20	University Saint-Joseph de Beyrouth Bachelor in Business Administration (licence en gestion ET management)	Beirut, Lebanon
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From 09/ 01 to 05/16	Collège Sacre - Coeur Gemmayze Lebanese Baccalaureate in economic and social science	Beirut, Lebanon
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EXPERIENCE

From 05/19 to 06/19	Georges Samaha Expert Comptable	Beirut, Lebanon
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Position Held: Part-time accountant

- Responsible of Bookkeeping and payroll for 3 restaurants
- Tax planning for companies
- Auditing Services for businesses and individuals

From 06/19 to 08/19	Bank of Beirut (Antelias Branch)	Beirut, Lebanon
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Position held: Internship in internal auditor, data processing officer and customer service

- Responsible of processing deposits, payments, and withdrawals
- Explain Banking services and products to clients

From 06/17 to 09/17 From 06/18 to 09/18	Kempinsky Summerland Hotel & Resort	Jnah, Lebanon
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Position held: Lifeguard and Monitor

- Responsible for the safety of People
- Train Swimming

EXTRA CURRICULAR ACTIVITIES

- Scouting, Swimming
- Football with multiple teams (V club Antelias, BFA)

SKILLS

Languages: English, French, Arabic

Computer Skills: MS Word, Excel, PowerPoint, Access

Soft Skills: Ability to work independently or as a part of a team, highly organized and efficient.