

Charbel Hayek

Sin El Fil
Sayde Street
Kahale building, 1st Floor
Sin el fil, Lebanon
Mobile: 78/801616

Date of Birth: 4/10/1993
Place of Birth: Jbeil
Citizenship: Lebanese
Marital Status: Single

Objective:

Seeking a challenging career with a progressive organization which will utilize my constant need to improve.

Education:

2012-2015 Bachelor Degree, General Business
AKU
Ain Saadeh

2008-2011 BT3 Accounting
E.T.S.T.C
Dekwaneh

Experience:

During 2020, I started working for interesting times in downtown, worked there for 1 month but left during COVID-19 crises due to financial problems.

From September 2019	Bureau Saliba for Auditing & Consulting, Jdeideh
Till September 2018	-Data Entry (Purchases, Sales, Expenses...) -Reconciliation (Suppliers, Clients, Banks...) -Monthly, Quarterly, Yearly Reports (Tax On Salaries, VAT...) -Organizing, and finish daily tasks received via WhatsApp, mail... -Maintain a proper filing system -Was in Charge of 5 Small Enterprises regarding all the Accounting aspects (but not the legal documents, only the trial balance with all its details) -Maintain an Accurate record for each company I was in charge for.
From December 2013	Roadster Diner SAL
Till December 2015	-Trainer/waiter with 2 ISO certificates (food hygiene, training)
From April 2010	Haagen Dazs
Till June 2012	-Supervisor

Computer Skills:

Accounting Systems: Silicon, Dolphin, IDS
Microsoft Applications: Word, Excel.
Others: Skype, Any Desk....

Language Skills:

	Speaking	Writing	Reading
Arabic (Native)	Excellent	Excellent	Excellent
English	Excellent	Excellent	Excellent
French	Excellent	Moderate	Excellent

References:

Elie Saliba 03-779 461 (Owner of Bureau Saliba)
Roy Sinanian 03-729 922 (Head of finance Of Interesting Times)
Other references available on request.