

Carol Rizk  
carol.rizk33@hotmail.com  
Nationality: Lebanese  
Date of Birth: 10/April/1985 (34 years old)  
Address: Sed El Bauchrieh, Beirut, Lebanon  
Mobile number: +961-70-671044  
Vehicle & Driving license Available.

**Objective:**

Management & Finance - With many years of Experience providing thorough and skillful support to senior managers.

**Professional Background**

August 2015 - June 2019

**Bernard Khoury Architecture / DW5**

Management & Finance

**General Responsibilities**

- Prepare invoices and receipts.
- Follow up on invoices and payments.
- Reports expenses and cash flow management.
- Coordinate bank accounts and check balances.
- Audit and review the accounts.
- Prepare payment sheets.
- Updates on financial projection.
- Report the bank situation.
- Update all financial reports, including current project costs
- Data entry into system.
- Schedule meetings for General Manager.
- Answer phone and arrange meetings.
- Book hotels and tickets and travel arrangement for senior staff.
- Document control – as needed
- Check the emails received on office outlook email.
- Save each email in the appropriate project folder.
- Transmit e-mails to the relevant party.
- Screen CV's.
- Follow up on attendance.
- Supervise Time Sheets.
- Supervise Payroll.

January 2014 – July 2015

**Intramuro S.A.L.**

Hamra-Sanayeh, Lebanon

- Sales Associate & Executive Assistant for the Operations manager:

January 2010 – June 2011

**Comptoire d'Electricité Général – CEG International (Off Shore)**

Beirut-Lebanon.

- Sales coordinator & executive assistant for the section manager

**Educational Background**

2004-2008

**La Sagesse University**

BA (Major Business & Finance)!

2004

**Carmelites High School**

SE (Socio Economic)

2015

**British Council**

International English Language (IELTS) Certificate

**Skills**

- Time Management
- Office Administration & Support
- Self-Confidence
- Organizational Skills
- Coordination Skills
- Detail-Oriented

**Languages Spoken**

Arabic (Fluent in reading, writing and speaking)

English (Very good in reading, writing and speaking)

French (Good in reading, writing and speaking)

**Computer Skills**

Microsoft Office ( Outlook, Excel, Word, PowerPoint)

**Reference**

Made Available Upon Request