

HANI LICHAA EL KHOURY

DATE OF BIRTH:

11-07-1998

CONTACT

78- 931 414

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LINKEDIN:

Hani Lichaa – 63a39169

SKILLS & EXPERTISE

- Omega Software
- Macc Software
- Microsoft word
- Microsoft excel
- Teamwork

LANGUAGES

English: full professional proficiency

French: full professional proficiency

Arabic: full professional proficiency

EDUCATION

- **BACHELOR OF AUDIT, FACULTY OF BUSINESS**

University saint esprit Kaslik

- **BT COMPATIBILITY ET INFORMATIQUE**

College Central Jounieh, 2016

Graduated with distinction.

WORK EXPERIENCE

JUNIOR ACCOUNTANT-WAKILNI

FEBRUARY 2021- PRESENT

- Working on data entry, A P, AR, invoicing and assisting Chief Accountant in all matters related to Finance and Accounting department.
- Worked with Macc software

JUNIOR ACCOUNTANT- LE BLANC CATERING

2018–FEBRUARY 2021

- Working on data entry, AP, AR, VAT, Ta on Salaries
- Worked with OMEGA software

EVENT COORDINATOR – SYNOPSIS EVENT

SUMMER 2017&2018

- Directed areas with multiple functions together with division directors and department managers.
- Coordinated with human resources team in forming and training a cross functional department.
- Managed and supervised firm operations daily including sales, staff, purchases, supply chain, manufacturing, resourcing, and distribution.

F&J HOUSE PRODUCTION

2015-2017

- Operate camera equipment in studio and at live broadcasts.