

Curriculum Vitae

Personal Data:

Name : Monique Zouheir Hanna Shayban
D.O.B : 23-Feb-76
Nationality : Lebanese
Marital Status : Married
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Objectives:

To build a future career by working in the area of administration in an environment where I can apply my theoretical studies and practical skills as well, explore and complete tasks and work assigned.

Education:

2010 - 2012 : B.A. in Business Marketing – Lebanese Canadian University (Aintoura,Lebanon)

1996 - 1999 : T.S. in Computer Science and Programming – EPSIL University (Sarba,Lebanon)

1993 – 1996 : Experimental Science at Lebanese Official School (Ghazir,Lebanon)

Experience:

June 98-Dec.98 :

Accountant: Est. RIFICO marble and granites, Zouk-Lebanon.

- Data entry of all expenses, purchases and sales invoices.
- Follow up clients' payments and claims.
- Sales statistics reports.

Jan 99-Oct 01:

Auditor: Haddad Auditing and Consulting, Dora-Lebanon

- Consulting and auditing.

- Train clients to implement proper chart-of-account and stock items to generate accurate results and statistics.
- Verify transactions made by internal accountant.
- Accounting for several companies.

Nov 01-To date:

Accounting Software: Profiles Integrated Management System (PIMS), Jdeideh-Lebanon

- The company provides ERM solutions in Lebanon, the gulf region and North Africa.
- The job consists of providing Technical Support to clients including full training on the system.
- Deployment and follow up of software solutions on clients' sites, on call support and on site intervention (case of data corruption,, file conversion) or when consulting is needed.

The software PIMS consists of:

- Accounting: Cheques management, credit and debit notes, ageing receivable and payable, VAT reports.
- Stock: Invoicing, purchasing, inventory, clients and suppliers orders, statistics.
- Production: Estimating production formulas.
- Fixed assets: Depreciation, disposal and acquisition of items.
- HR and payroll: Time attendance, CNSS, official reports.
- POS (Point of sale) software

Note that I obtained a full and detailed training on all the modules related to the accounting software PIMS.

Personal Data:

- Computer Skills:
 - Visual Basic (6.0)
 - FoxPro
 - Cobol
 - Pascal, C++
 - Microsoft Office (Access, Excel, PowerPoint, Word)
 - Sql language.

Hobbies:

- Was a member of the sport club at College Central, Jounieh.
- Reading
- Music
- Dancing
- Swimming

References:

Available Upon Request.

LANGUAGES

	Writing	Speaking	Reading
English	Not bad	Well speaking	Not bad
French	Very Good	Very Good	Very Good
Arabic	Very Good	Very Good	Very Good