

Emilio Sleiman El khoury

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-EDUCATION:

2018 till 2021: Lebanese University Faculty of Economic Science & Business Branch 2 Beirut.

- Bachelor in Accounting and Audit

2015 till 2018: Ecole Secondaire des Filles de la Charité

- Baccalaureate in Experimental sciences.

2003 till 2015: Ecole notre dames des dons des soeurs antonines dekwaneh

-PROFESSIONAL EXPERIENCE:

September 2021 till present: at abed tahan

- Confirm the invoices
- Approve the transfers
- Part of accounting by doing the branch expenses
- Customer service
- Checking the balance after the cashier work by checking the debit and credit
- Controlling the activities about payments in the branch
- Working on macc system

December 2020 till September 2021: waiter catering at lakme al baladi atcl

- Answer questions about menu offerings, process food and drink orders
- Coordinate with clients and deal with issues that come up.

Jan 2021-april 2021: Municipality of beyrouth

- In Coordination with ngo
- Supervisor to check the gardens in Beirut.

2015 till 2018: Waiter at Kate mark Saloumeh.

- Answer questions about menu offerings, process food and drink orders
- Coordinate with clients and deal with issues that come up.

2014 till 2015: Cashier at AGS Ashrafieh.

- Assist customers in the in-store check-out process-honoring coupons, collecting payment.
- Checking supplies and materials and reporting when stock is low.

SKILLS:

- Microsoft Office (Excel, PowerPoint, Access)
- Languages: fluent Arabic, good French and English.
- Time Management.
- Ability to work under pressure.

ACTIVITIES:

- Scout :chef clan
- Football
- Basketball