

CARL IBRAHIM

Jbeil-Lebanon | Carl.ibrahim@outlook.com | +961 71 943171

PROFILE SUMMARY

Business administrative assistant experienced in analyzing foreign trade statistics, recording incoming and outgoing transactions, and organizing and archiving files and reports including audit reports.

SKILLS & ABILITIES

Computer Skills: Microsoft office

EDUCATION

Bachelor of Business Administration – Audit

1-2019 – 5-2022

Holy Spirit University of Kaslik – USEK – Kaslik - Lebanon

Baccalaureate degree: Life Science

9-2017 – 6-2018

Jbeil Public School – Jbeil – Lebanon

EXPERIENCE

Junior Accountant

6-2022 – Present

Switch Telecom SARL - Kaslik – Lebanon

- Oversaw the company's general account operations by strategically controlling and verifying financial transaction.
- Reviewed and analyzed preliminary financial statements and month – end reports to with 100% accuracy.
- Reviewed accounts payable and invoice listing to confirm validity and to conduct of budget update as necessary.

Business Trainee

2-2022 – 5-2022

Ministry of Economy and Trade - Beirut - Lebanon

- Access, extract, and analyze foreign statistics to provide reports on foreign trade figures for Lebanon and various countries.
- Recording incoming and outgoing transactions from the trade department using Scandoc system.
- Access and analyze audit reports of companies that benefited from food subsidies.

Cashier

6-2018 – 9-2018

Minimarket Najem - Hsarath/Jbeil - Lebanon

- Register sales on a cash register by scanning items, itemizing, and totaling customers' purchases.

LANGUAGES | **Arabic:** Native or Bilingual Proficiency
English: Professional Working Proficiency
French: Professional Working Proficiency

TRAINING AND DEVELOPMENT | Agile management in case of crisis.

REFERENCES | Available upon request.