






Personal details


 Cynthia Atallah

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 Antelias


 February 2, 1998


 Lebanese


Profile

I am looking forward to obtain a responsible career and oriented assignment in your reputed organization to secure a position in the business field where by hard work, dedication and the ability to acquire new skills that will ameliorate my experience and the extreme success for the company I work for


Skills


World 


Outlook 

CTServ system 


Languages


Arabic 


English 


French 

Hobbies

 Ski

 Sports

 Reading

 Tennis

Cynthia Atallah

Education

Bachelor of business Administration 2020
(Specialist in finance) Lebanese and British Certification
AOU (Arab Open University)

High School Diploma in Sociology & Economics 2015
Sainte Rita Dbayeh School

Employment

[Accountant] Feb 2023 – Present
Stop And Shop Adonis

- Presenting data to managers, investors, and other entities
- Complying with all company, local, state, and federal accounting and financial regulations
- Compiling, analyzing, and reporting financial data
- Assisting management in the decision-making process by preparing budgets and financial forecasts.

[Floor Manager] 2019 – Feb 2023
Stop And Shop Antelias

- Direct daily operations with full decision-making responsibility for merchandising, weekly payroll, scheduling, and establishing sales goals.
- Utilize strong interpersonal communication skills to direct daily operations of the branch ensuring the highest standards of quality and productivity
- Managing Workflow
- Supervise Staff
- Manage Inventory
- Assist Customers with any queries or requests
- Data entry, and filing invoices

[Cashier and Receptionist] Jan 2016 – Jan 2019
Stop And Shop Antelias

- Process sales transactions Reading
- Calculate the cost of products or services
- Accept payments LANGUAGES
- Calculate and return change when required by the payment method
- Maintain adequate change denominations in the cash drawer and request additional change
- Answer customer questions about products or services
- Reconcile cash drawers and sales receipt
- Report issues with equipment
- Answer and direct phone calls in a polite and friendly manner

[Teacher After School] Jan 2019 – Dec 2020
Pomme D' api Rabieh

- Establishing and enforcing rules of behavior for students in the classroom
- Preparing lessons, units and projects to complete learning objectives
- Establishing and communicating clear objectives for lessons, units and

projects

- Adapting teaching methods and materials to meet the interests and learning styles of students
- Encouraging students to explore learning opportunities and career paths
- Creating, assigning and grading various assessments for students, including tests, quizzes, essays and projects
- Working with students one-on-one when they need extra help or attention
- Tracking and evaluating student academic progress

[Hostess]

2019 – 2020

AVE AGENCY

- Welcoming guests to the venue
- Providing accurate wait times and monitoring waiting lists
- Managing reservations

Internships

2019

Credit Libanais

- Sell money orders, cashier checks, and MasterCard gift cards from Finet; prepare certified checks.
- Make credit card cash advances; service safe deposit boxes as applicable; post rental payments; close accounts upon request.
- Redeem savings bonds.
- Take stop payments and telephone transfers; encode documents for processing (where applicable).

Communication Skills

- Excellent verbal & written communication skills

General Skills

- Able to work as part of a team and independently
- Quick and hard learner, ambitious and highly organized
- Attention to detail
- Confidence
- Quick thinking
- Capable to work under pressure
- Excellent organizing abilities