






Ghiwa Kamar

Economics Graduate

CONTACT

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EDUCATION

2019 BA of Science in Economics
Notre Dame University - NDU

LANGUAGES

Arabic
●●●●●●●●●●●●●●●●

English
●●●●●●●●●●●●●●●●

French
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PROFESSIONAL PROFILE

An Economics graduate and a highly organized and detail-oriented Financial Administrative Officer with 2 years of experience. Seeking a challenging position in the business industry and to build further my skills in administrative support, data entry and management.

WORK EXPERIENCE

September 2021 - Present	FINANCE ADMINISTRATION OFFICER UNIVERSAL PUBLISHER & DISTRIBUTOR S.A.R.L – <ul style="list-style-type: none">• Prepared and processed invoices, purchase orders, inventory and other standard tasks.• Managed accounts payable and accounts receivable functions ensuring accuracy and timeliness of payments.• Developed and maintained relationships with clients and key account stakeholders across Lebanon and GCC countries.• Conducted financial analysis and generated reports to support decision-making processes.• Maintained and updated employee records, ensuring compliance with HR policies and regulations.• Assisted in the recruitment process by reviewing resumes and scheduling interviews.• Developed and maintained an organized effective filing systems of documents and records.• Provided administrative support including scheduling meetings, coordinating travel arrangements, and handling correspondence.
August 2019 - September 2019	INTERN BYBLOS BANK - ELISSAR BRANCH <ul style="list-style-type: none">• Handled face-to-face inquiries with customers applying for various retail products• Acquired basic skills in banking transactions and system of transfer payments• Assisted bank personnel in compiling information about new accounts and loan applications

SKILLS

Microsoft Office, Outlook, Excel, Word, PowerPoint	Problem solving
Attention to details & organization skills	Strong communication skills
Data entry & management	Team oriented