

# Maria Chemaly

Jounieh, Lebanon

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Lebanese | August 8, 2001

## Highly Motivated Economics and Management Student with Proven Experience

**Communication Skills**  
**Accounting Payable/Receivable**  
**Social Media Marketing**

**Journal Entries**  
**Customer Service**  
**Inventory Management**

**Languages:** Arabic, French and English  
**Technologies:** MS Office: Word, Excel, And PowerPoint.

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### EDUCATION

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**Bachelor of Business Administration, Marketing, Sales and Management.**  
National Conservatory of Arts and Crafts (CNAM)

**Expected 2024**

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### WORK EXPERIENCE

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**Marketing Intern, JayPay Agency, Lebanon**

**Feb 2023 – April 2023**

- Created captions for client's posts on Social Media.
- Optimized website content and how it operates.
- Implemented a marketing strategy for a new Accessories Shop and conducted a competitor analysis.
- Assigned the tasks of the marketing project to the team members using Asana Software.

**Accountant Intern, Sfeir Consultancy, Lebanon**

**Feb 2022 – May 2022**

- Responsible for invoice/receipts generation as well as data entry using PIMS software.
- Prepared and verified payment vouchers, receipts vouchers, journal entries of the clients.
- Prepared the client's file to keep in storage.
- Performed bank account reconciliation to identify discrepancies.
- Prepared, added, and removed tax returns accordingly.

**Assistant Manager, NMC Distribution, Lebanon**

**2020 – Present**

- Generated invoices and quotations for vendors, responsible for data entry (account, products, quantity) using company's accounting software.
- Supervised orders preparation to ensure high quality and customer satisfaction.
- Maintained inventory of items that had to be counted, keeping records of all input and output of materials and products.
- Conducted monthly inventory counting & prepared monthly reports.

- Responsible for accounts payable and accounts receivable, data entry, and customer/supplier communication.
- Collected supplier invoices, compared to the estimated costs and prepared for payment accordingly.
- Maintained all social media aspects and activities: Content Creation, Ads, and Market Research.
- Handled **over 50 customers per day**, prepared their order for delivery and provided excellent customer service skills.
- Collecting vendor invoices, comparing to the estimated costs and preparing for payment accordingly.

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## **ADDITIONAL EXPERIENCE**

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### **➤ Volunteering**

**Volunteer, Mouvement Eucharistique des Jeunes, Lebanon**

**2010 – Present**

- Leader of a group of 25 adolescents aging between 15 and 17 years old.
- Planned, organized, and executed events.
- Handled all budgets, payments, and receivables.

**Volunteer, Guide du Liban, Lebanon**

**2008 – Present**

- Leader of a group of 180 person ages between 6 and 21 years old.
- Planned, organized and executed camps.

### **➤ Courses**

<b>Certified Associate in Project Management CAPM</b> (Training), ACE LAU	<b>2023</b>
<b>Attract and Engage Customers with Digital Marketing</b> , Coursera – Google	<b>2023</b>
<b>Foundations of Digital Marketing and E-commerce</b> , Coursera – Google	<b>2023</b>
<b>Digital Marketing Certificate</b> – Amideast & Forward MENA	<b>2023</b>
<b>Social Media Management</b> , Coursera - Facebook	<b>2021</b>
<b>Write Professional Emails</b> , Coursera – Georgia Institute of Technology	<b>2020</b>
<b>Project Management: The Basics for Success</b> , Coursera - UCI	<b>2020</b>
<b>Introduction to Social Media Marketing</b> , Coursera - Facebook	<b>2020</b>
<b>Dentistry</b> , Centre De Formation Permanente, Université Antonine	<b>2018</b>
<b>Sales and Marketing</b> , Centre De Formation Permanente, Université Antonine	<b>2016</b>