



Sarkis Karagueuzian

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Address: Antelias, Mzher

POB: Beirut, Lebanon

Personal Details:

Date of birth: 19-04-1999

Nationality: Lebanese of Armenian Origin

Objective:

A reliable person with academic knowledge and working experience seeking to join a dynamic organization.

Education and Qualifications:

-2024-Present Pursuing MBA With Emphasis on Finance
At Lebanese International University, Beirut.

-2018-2021|| Pursued a Bachelor in Banking & Finance
at Lebanese International University, Sin El Fil.

Courses:

Core Business Courses-Accounting-Economics-Statistics-Business Finance-Financial Management-Financial Reporting-Financial Modelling-International Finance-Investment Banking-Monetary Institutions and Policy.

-2017|| Lebanese Baccalaureate Sociology-Economics(SE),
at Armenian Catholic Holy Cross Harboyan High School

Professional Experience:

-2022 – 2023 **Bluefield Public Health S.A.R.L** Junior Accountant & Invoicing Officer

Responsibilities Include:

- Data Entry
- Communication Skills
- Responsible For Client's Opening Files, While Requesting The Needed Documents
- Maintained Additional Tasks With Timely Updates and Accuracy
- Financial Report Generation
- Expense Follow Up
- Entered and Organized Data into Excel Spreadsheets, Contributing to The Maintenance of Precise Financial Records
- Managed Payment for Installers Compensations and Ensured Accuracy and Timely Disbursement
- Generated Reports Detailing Compensation Calculations and Payment Disbursements.
- Bank Reconciliation

-2021- 2022 **DCP Lebanon S.A.R.L** Junior Accountant & Invoicing Officer

Responsibilities Include:

- Recording Daily Financial Transactions Including Account Payable and Account Receivable
- Customer Service
- Managing Customer Accounts
- Issuing Invoices
- Preparing Receipt Vouchers
- Preparing Journal Entries
- Assisting Calculating Imported Purchases
- Controlling The Inventory
- Overseeing Daily Sales Report
- Managing The Head Office's Petty Cash Funds, Maintaining in Excel Spreadsheets and Delivering Report To The Upper Management.

Regarding Accounting Responsibilities:

- Maintained Confidentiality Of Payments and Receipts.
- Attention To Detail
- Proficient in Handling Cash, with No Errors In Transactions

- Ensures All Receipts Received From Collection Have The Needed Details For Proper Allocation
- Bookkeeping
- Commission Report Exportation
- Stock Invoicing & Receipts
- Stock Return
- Stock Purchasing
- Problem Solving

Temporary Assignment:

2024 **Chalian Corporation Mitsubishi Heavy Industries Air Conditioning & Mitsubishi Alpolic Cladding** Administrative assistant

Responsibilities Include:

- Answering Calls, Messages & Emails
- Attention To Detail
- Assisting In Preparing Offers and Invoices
- Calendar Management
- Cash Handling
- Confidentiality and Discretion
- Data Entry and Management
- Document Preparation
- Meeting Coordination

Personal Data:

Computer Skills: - Microsoft Office (Word, Excel, Power-Point)

- Google Drive (Docs, Sheets, Slides)
- Email (Mail merge, Filters, Folders)
- Social Media (Facebook, Twitter, Instagram)

Languages:

Primary: English, Arabic, Armenian.

Skills:

Leadership, Teamwork, Management, Problem Solving, Communication, Time Management, Customer Care, Reliability.

Social Activities: Responsible for Social Media of LIU Armenian Club

Serving The Community Following the Explosion in Port Of Beirut.

Contribution In Accomplishing Donation Drive.

(References are available upon request.)