

# Tracy Gilbert Kayachian

Mar Roukoz- Dekwaneh- Lebanon

**Contact:** 71069346

**Email:** tracykayashian19@gmail.com

## SKILLS

- Skillful at Microsoft Excel, PowerPoint and Word
- My dolphin program for accounting
- SAP program
- Kobo Program
- Phenics MOPH System
- Quickbook Accounting Program
- Capcut
- Canva
- Lightroom
- Photoshop
- SPSS
- English (Bilingual/Fluent) Arabic (Bilingual/Fluent) French (Intermediate)
- Time Management
- Good at Communication Skills
- Active Listener
- Rapid adaptability to new environment relocations
- High tolerance to work pressure

## REFERENCE

Anna Diana Achekian - Head Nurse  
KARAGHEUSIAN PRIMARY HEALTHCARE CENTER  
annadiana.achekian@gmail.com

Hiba Mantash - Head of volunteers  
International Medical Corps  
hmantash@internationalmedicalcorps.org

Samer Nassif - Finance Officer  
Arcenciel  
+96171906929

Chady El Khawly - Project Manager  
Arcenciel  
+96170167932

George Aramouni - General Manager  
Amana Insurance  
+961 03345 046

Maroun Chedid - Financial Officer  
New Nation Ministries  
96103404774

Jihad Selwan - CEO  
Ecostinger  
96103220 802

## EXPERIENCE

### New Nation Ministries

**Accountant**

Duration : **January 2025 - Present**

### Freelance ( Ecostinger, Blackline Beauty, Juventa Beads, Bloomskinn)

**Content Creator + Account Manager**

Duration : **2022 - Present**

### Karagheuzian Primary Healthcare Center

**Outreach Officer**

Duration : **June 2024 - October 2025**

### International Medical Corps

**community&communication health worker**

Duration : **February 2024 - October 2025**

### Arcenciel

**Volunteer in Finance**

Duration : **February 2024 - June 2024**

### Arcenciel

**Internship in Project Management+ Communication**

Duration : **August 2023 - January 2024**

### Amana Insurance

**Internship in management**

Duration : **May 2022 - July 2022**

### Scouts member at Saint Joseph School

Duration : **2016 - 2022**

## EDUCATION

### Notre Dame University

**Bachelor Degree In International Business Management**

Passing Year - **2019-2023**

### Saint Joseph School Cornet Chehwan

Passing Year - **2004-2019**

## ACHIEVEMENTS & AWARDS

Tax on Salaries Workshop: by learn business center

Global Leadership and Team Building: by Dr. Ahmad el Zein (aphrodite NGO)

Finance Literacy: by Injaz Al Arab

First Aid, Therapy Sessions of people affected by Beirut Blast 2020 and participated in social distribution of in-kind Products : by Arcenciel

