

KAROLE KALO KARAM

PERSONAL INFORMATION & CONTACT

Marital status: Married

Nationality: Lebanese

Date of Birth: 12/07/1990

Address:
Bsaba, Baabda, Lebanon

Phone: +961 71 72 23 72

Email: kalokarole@gmail.com

LANGUAGES

Arabic – Native Language

English – Advanced

French – Intermediate

SKILLS

-Computer: Microsoft office (Word, Excel, Outlook, Teams, One Drive, power point), spss, pims, quickbooks

-Work well under pressure and able to multi-task and meet deadlines

-Follow directions and work productively without supervision

-Fast learner; can grasp and apply procedures quickly

-Time management

-Self-motivation & Optimistic

-Patient & Calm

-Trusting & Giving

OBJECTIVE

My objective is to use my academic background, along with my technical experience, to obtain a Valuable Position

EDUCATION

Fall 2013 – Spring 2017

MBA Degree in Accounting & Auditing – *La Sagesse University*

Fall 2008 – Spring 2012

BA Degree in Business Administration – *Arab Open University*

1994 – 2008

Terminal Sociology & Economy – *Ecole Des Filles De La Charite*

WORK EXPERIENCE

Admin & Finance Assistant

Pie Medical

October 2012 – Present

Responsibilities/Duties:

Responsible for supporting company operations by maintaining office systems and supervising staff.

- **Account Receivable:** Apply Checks, bank deposits, bank statements, maintain customer file, check reconciliation, collection
- **Account Payable:** Maintain vendors' files, approve invoices, process invoices for payment, run reports, preparing checks, resolve vendor problems.
- **Billing:** Invoice customers, generate credits and various invoice adjustments and recording journal entries
- **Payroll:** maintain employee file (salary, annual leaves, calculate commissions, CNSS)
- **Purchase:** Generating purchase orders, order material and distribute reports, verify invoices to purchase orders for accuracy.
- **Warehouse:** Schedule delivers, receive orders, resolve any order problems, track inventory, complete full inventory yearly, maintain inventory database.
- **Office tasks:** filing, scanning, printing, documentation...
- Responsible of daily driver schedule
- Responsible of the office maintenance
- Responsible of issuing official letters to the Ministry of Health, Army, ISF
- Responsible of preparing documents for Bids

VOLUNTEER EXPERIENCE

Assistant Group Leader -

Guide Du Liban (GDL)

1999 – 2010

HOBBIES & INTERESTS

Cooking, Reading, Music,
Swimming, Photography,
Camping, Hiking

- Responsible of petty cash
- Provide an effective communication with clients and suppliers through phone calls and emails and with the team to achieve company's long-terms goals
- Able to embroil in one task when an emergency pops up
- Monthly meeting with the auditor

Assistant Manager

Retail Group – Accessorize-Monsoon
October 2008 – June 2012

Responsibilities/Duties:

Responsible for maximizing sales and ensuring the effective operation of all store activities; Provides accurate sales leadership to employees and serves to project the company's philosophy and image through both excellent customer service and strong visual presentation techniques; Also communicates and feedback to Brand Manager.

- Achieve the individual and team sales and store targets
- Motivate and support staff performance
- Assist the store manager with any required task
- Assist with the training of the employee
- Assist in implementing the marketing and merchandising programs.
- Take proper decisions in the absence of the store manager
- Assist in evaluating employees
- Provide proper customer service
- Responsible for overseeing day-to-day operations of the store, to include stock control, customer service, cashiering, visual presentation, and special sales activities as appropriate
- Supervises merchandise presentation and displays, initiates appropriate floor changes when necessary to make effective use of the sales area
- Schedules and conduct staff meetings and take appropriate action when necessary
- Sets sales target for the staff each individually and motivates them to achieve it
- Supervise staff in accordance with company policies and procedures
- Demonstrates goods by explaining characteristics, capabilities and features
- Lead by example