

JENNY TERZIAN

✉ terzianjenny@gmail.com

☎ +961 79 133 026

📍 Antelias, Mezher

ACCOUNTING STUDENT

Detail-oriented Accounting student seeking a part-time role in accounting or data entry. Skilled in data processing, software use, numerical accuracy, and supporting daily accounting operations.

EDUCATION

BUS. ADM. EMPH. ACCOUNTING-BBA

Haigazian University | 2023 - Present

TECHNICAL BACC. (ACCOUNTING & INF. SYS.)

Harboyan High School | 2007 - 2022

RELEVANT EXPERIENCE

INTERN, BANQUE DU LIBAN

JULY 2025

- Completed a structured internship introducing key banking and regulatory functions.
- Attended presentations on compliance, auditing, monetary policy, and financial supervision.
- Gained exposure to operational processes within central banking.

SALES / ACCOUNTING ASSISTANT, W CASA

MAR. - JUNE 2025

- Processed customer orders and inquiries while ensuring accurate data entry in the system.
- Prepared sales orders, quotations, and production requests in coordination with the accountant.
- Performed basic accounting tasks, including entering invoices and issuing client receipts.

SALES ASSOCIATE, BEST-FOR

JUNE - NOV. 2024

- Assisted customers and accurately processed transactions and product information.
- Supported inventory control through stock checks, ordering, and updating records.
- Maintained organized store operations and contributed to smooth daily workflows.

SKILLS

Technical Skills

- Accounting Software: Wizard Solutions
- Microsoft Office: Word, PowerPoint, Intermediate Excel (VLOOKUP, formulas, data entry, formatting)

Soft Skills

- Strong attention to detail and accuracy
- Excellent verbal and written communication
- Ability to multitask and work efficiently under time pressure

Languages

- English (Advanced proficiency – TOEFL IBT 647)
- Arabic (Fluent)
- Armenian (Fluent)