

Elie nabhan

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Nationality: Lebanese

Date of Birth: 19/07/1999

EDUCATION

Holy Spirit University kaslik **Beirut, Lebanon**
Bachelor in business administration/audit 2017-2021

- Main courses : Accounting, Management, Mathematics, Probability & Statistics, Financial and Monetary Economics, , Microeconomics, Macroeconomics, History of Economic Thought, Economic Policy, Corporate Social Responsibility.

Institut moderne du Liban- Fanar Lebanon **Beirut, Lebanon**
Lebanese Baccalaureate – Economy and Social section 2017

EXPERIENCE

Accountant – Full time **October 2021-Present**

Bio Diamond Lebanon–Accounting Department **Beirut, Lebanon**

- Processing , reconciling and controlling (Bank accounts, suppliers and customers)
- Prepare the daily Registration Entries into Accounting system (Visual Dolphin)
- Routine Accounting tasks and Prepared checks
- Control cash on daily basis
- Insert payroll data and execute it
- Follow up with customers on collection when needed

Sales Representative – Full Time **November 2018 – April 2020**
Mike Sport **Beirut, Lebanon**

- Interaction with clients to propose our products.
- Inventory and stock management.

Internship **July 2018 – August 2018**
Central Bank of Lebanon- Banque Du Liban **Beirut, Lebanon**

- Developed a Microsoft Access database to store data
- Conducted statistical analyses using software such as SAS & SPSS.
- Performed general financial analysis and researched on the latest economic trends affecting the market.

EXTRACURRICULAR ACTIVITIES

- **Member at large at the student council, Holy Spirit University of Kaslik.**
The student council provides a means for student expression and assistance in school affairs and activities, give opportunities for student experience in leadership and encourage student / faculty / community relations.
- **Scouting, Scouts Du Liban.** Patrol leader, organized many events and fundraisings like cleaning beaches, forests, planting trees, distributing food to the poor in association with NGOs.

Skills

- Software skills
Microsoft (word, excel, power point)
Visual Dolphin (accounting program)
- Soft skills
Leadership, communication, team-building, organizational, management, public speaking, etc...

LANGUAGES

- Fluent in French, English and Arabic.