Curriculum Vitae

Personal Information:

Name & Surname:	**Celine Abi Nakhoul**
Date of Birth:	21 December 1991
Place of Birth:	Sarba
Address:	Dbayeh
Mobile:	+961-76-662721
E-mail:	celineanp21@gmail.com

Objective: I am seeking a job that would enable me to develop my career. I believe I am a motivated person, I set goals for myself and I work my hardest to achieve them. I have devoted much of my past time and effort on jobs and extracurricular activities with the aim of developing communication and negotiation skills. Throughout, I got the opportunity to enhance many of my weaknesses and was able to overcome them, I developed patience and finally I was able to improve my organization skills.

Education:

2011 - 2014	**Diplomas Business Management** AUL University – Kaslik – Lebanon
1994 - 2011	**Lebanese Baccalaureate II, (Economics – Sociology)** College Sainte Rita – Dbayeh - Lebanon

Work Experience:

November 2015 till now   **Melhem Trading Company**
Assistant Accountant & Manager

➢ Process and reconcile a wide variety of accounting Documents such as invoices, departmental billings, employee reimbursements, cash Receipts, vendor statement, transfer the stocks and purchase goods

➢ Prepare quotation and follow up with the client
➢ Customer service
➢ Responsible of cashier and all price list updated
➢ Bank account

February 2015- October 2015

Techno Tower
Assistant Accountant

September 2013   **Banque du Liban - Jounieh**
Internship-Accounting

| September 2012 | **BLOM Bank - Jeita** |
| | Internship-Accounting |

- ➢ Services and customer accounts
- ➢ Cash transactions on a daily basis
- ➢ Update clients with new promotions

Languages:

English:	Spoken, Read and written	Good
French:	Spoken, Read and written	Good
Arabic:	Spoken, Read and written	Good

Computer Skills: Word, Excel, PowerPoint, Internet.

Activities: Reading, Sports and Fashion.

References: Available upon request.