**Joseph Maroun Rached**

Lebanese, single, born on 03/03/1983

Neim St. Muhammad Salim Abed El Hussein Bldg.

Ain el-Remmaneh, Beirut, Lebanon

**Mobile : +961 3 768249**

**Email: Joseph\_Rached@hotmail.com**

**OBJECTIVE:**

To be a part of a well-oriented and growing organization, offering self enhancement and

Personal advancement in a rewarding working environment.

**EXPERIENCES:**

\* Nov 2012 – Till present

Veolia Water **(OTV International SA, Group Veolia Water for Solutions and Technologies)**

**I work in Lebanon and I have the chance to travel to Jordan for Project in Mafraq Area.**

• Accountant (Data Entry, Preparing JV, AR & AP, Book Keeping, Documents Control, Filing System including Scanning of Documents, Control between “Purchases Order & Invoices”, Cost Controller, Bank Transfers, Bank Reconciliation, Follow up statements of Suppliers, Filing).

\* April 2012 – Oct 15/2012

Librex Group SAL **(Ritello)**

• Accountant (Data Entry, Preparing JV, AR & AP, Bank Transfers, Bank Reconciliation, Cash management, Landed Cost, Follow up statements of Customers and Suppliers, Filing).

\* Feb 2009 – March 2012

Pikage Sarl – **Retail Company (Jacadi & Furla)**

• Accountant (Data Entry, Preparing JV,AR & AP, Cash Management, Control between “Purchases Order & Invoices”, Bank Transfers, Credit Card, Bank Reconciliation, Landed Cost, Maintaining Stock, Follow up statements of Customers and Suppliers, Filing).

\* Aug 2008 - Jan 2009 **(Training)**

Auditing and Consulting, Office Gebran Haddad

(Data Entry, Incoming Payment, Outgoing Payment, Bank Reconciliation, Follow up statements of Customers and Suppliers, Filing).

\* Dec 2007 - Jul 2008

Office Fadi Habchi for Customs Clearing Agency in Port of Beirut.

**EDUCATION:**

\* 2002 − 2007

Holy Spirit University, Kaslik-Lebanon.

Bachelor of Business Administration in (Transport and Logistic).

\* 2001 − 2002

Yarzeh High School.

BAC.2 Sociology and Economics (SE).

**COMPUTER AND TECHNICAL SKILLS:**

\* Sap Business one, Oracle, Visual Dolphin, Excel, Word, Outlook, Internet in general.

\* Arabic “Native Language”, Intermediate in English and French.

**N.B:** All certificates will be provided upon request