**Bassel Charaf**

**Nationality:** Lebanese

**Phone number:** 9613618762

**Email:** [Basselcharaf@yahoo.com](mailto:Basselcharaf@yahoo.com)

**Address:** Verdun main street, facing lycee francais, Azar building.

# Value proposition

Dynamic and self motivated individual, I am dedicated to completing work in a professional and timely manner, with emphasis on integrity, honesty and quality. Having a skill set that includes detail orientation and strong analytical skills, I am looking forward for a challenging position in accounting/finance at a company that will enable me to advance my core competencies and skills, while contributing to the company’s wellbeing.

# Education

(2005-2008) Bachelor of business administration(BBA)

**Universite Saint-Joseph**

(2004 grad**) College Louise Weggmann**

* **Bac francais**

# Work Experience

**Hopes restaurant**

***June 2012 - Nov 2014***

## Purchase and monitor supply levels.

## Pay supplier invoices

## Maintain petty cash

## Making journal entries

## Administrative support

## Freelance

***Jan 2011-May 2012,***

* **Private chess tutor and semi professional chess player.**

***Bookkeeper and administrative assistant***

***Semi professional chess player and teacher***

**First National Bank**

***Feb 2009 - Dec 2010,***

***Junior credit officer***

* **Analyze credit data and financial statements to determine the degree of risk involved in extending credit or lending money**
* **Insert client financial statements (balance sheets/income statements) onto the six sigma system.**
* **Generate financial ratios, to evaluate customer’s financial status and recommend denial/approval of credit request.**

# Technical Skills

## Financial accounting:

* Income statement/retained earnings/balance sheet/statement of cash flows
* Journal entry
* General ledger
* Trial balance
* Bank reconciliation
* Accounts receivable/Payable
* Adjusting and closing entries
* Financial analysis & financial ratios

# Certifications

CPA candidate (2015)

# Computer Skills

Microsoft office: Excel, word, PowerPoint



# Language Skills

Arabic (native)

English (fluent in speech and writing) French (good in speech and writing)

# Honors and awards

* Participated with the Lebanese national chess team in the world chess Olympiad in Norway, August 2014
* [Placed 3rd in the national Lebanese chess championship](file:///C:\Documents%20and%20Settings\bas\Local%20Settings\Temp\resume.htm#awa_title_2), [Sep](file:///C:\Documents%20and%20Settings\bas\Local%20Settings\Temp\resume.htm#awa_month_2) [2011](file:///C:\Documents%20and%20Settings\bas\Local%20Settings\Temp\resume.htm#awa_year_2)

**Personal information**

* **Marital status: single**
* **Date of birth:10/10/1986**