Mazen OSTA

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| Objective | | | |
|  | Seeking for a challenging and rewarding accounting position in a pleasant working environment that will allow me to contribute my skill set and experience and expand my knowledge base. |
| personal information | | | |
|  | |  |  | | --- | --- | | Date and Place of Birth | : September 16, 1981, Lebanon | | Nationality | : Lebanese | | Gender | : Male | | Civil Status | : Single | | Languages | : Good in English  Good in Arabic | | |
| Professional experience | | | |
|  | **2010- 2014 ( present) : Sultan pharmacy, Tripoli, Lebanon**  Tasks:   1. Accounting Entry 2. Receive command 3. Check   **2010 (4 months):** **Sabco, Tripoli, Lebanon**   Tasks:  **Stock keeper:**   * **Receive,** * **Deliver,** * **Check.**   **1/4/2010 – 31/5/2010 : Udac , Tripoli, Lebanon**  Tasks: Training   1. Accounting Entry 2. Data Entry 3. Check | |
| computer skills | | | |
|  | 1. Windows, Microsoft Office (Word, Excel, Access, PowerPoint),  Internet | |
| Strengths | | | |
|  | 1. Ability to work under pressure and still meeting deadlines 2. Great ability to communicate clearly and concisely | |
| Education | | | |
|  | 2002 Technical Institute of Tripoli, Lebanon  Accounting and information technology  1998 American school Tripoli, Lebanon  (Brevet) | |