**JAD CHIDIAC**

D.O.B: 18 - June - 1991

Mansourieh, Sami El Solh Str, Centre Elie Yazbeck - Block A – 1st Floor

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* **Summary:** Over 3 years progressively more responsible positions in all departments of customer service operations. Ability to interact with Clients and Suppliers with ease and developed negotiation skills. Determined leader who maintains all deadlines and promotes growth. Have a sense of responsibility and commitment. To work in an environment with sense of professionalism, integrity and ready to take opportunities, to create and improve.
* **Professional Profile:**
* *2012 – Present***MINISTRY OF FINANCE – TVA – AADLIEH**
* **GENERAL ACCOUNTING DIRECTORATE. - AGENT**
  + Reconciliation - Data entry.
  + Follow up and sending reports
  + Prepare various documents and reports for management.
  + Provide the management Profit and Loss Statement.
* *2010 - 2012* **TELEPERFORMANCE - FATTAL COMPANY – SIN EL FIL**
  + **SENIOR AGENT- SHENGEN EMBASSIES**
* Follow up - Handling calls – Surveys and Statistics.
* Process orders, forms, applications and requests as needed.
* Maintain confidential records and files for archiving
* Type correspondence, reports and other documents
* **Educational Profile:**
* *2014 - Present* **Sagesse University – Furn El Chebak**
  + - Masters in Accounting and Audit
* *2009 - 2014* **Sagesse University – Furn El Chebak**
  + - Major in Business Administration and Finance
* *1995-2009*  **Mont La Salle School – Ain Saade**
  + - Baccalaureate Biology Branch
* **Skills Knowledge:**
* Excel, Word, PowerPoint, Access and Outlook.
* Internet Options
* French, English, Arabic (Read, Written and Spoken).
* **Activities:**
* Reading, swimming and Outdoor Sports
* **References :**
* Available Upon Request