**Charbel Simon Mina**

**From :** Zahlé, Lebanon **Phone :** 70 439 500

**Lives in :** Beirut, Lebanon **Email :** charbel\_93\_mina@hotmail.com

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| **Professional Profile** |  |

Accomplished, ambitious and multilingual student at the Saint Joseph University (USJ), I am looking to advance my career in working in a job that challenges me every day while giving me mental fulfillment and satisfaction. I am able to work well on my own initiative and can demonstrate the high levels of motivation required to meet the tightest of deadlines. Even under significant pressure, I possess a strong ability to perform effectively.

In addition, I was elected ***President of the Student Body*** in my 3rd year of university.

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| **Objective** |  |

Hard working, Deadline Oriented, Can work under tremendous pressure and deliver result, Punctual, Focused and goal oriented, Flair to organize events and lead.

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| **Education** |  |

2014 – Present : **M**asters in **F**inancial **A**ssets **M**anagement

***Saint Joseph University*** Achrafieh, Lebanon

2011 – 2014 : **B**achelor in **B**usiness **A**dministration and **M**anagement

***Saint Joseph University*** Zahlé, Lebanon

2010 – 2011 : **L**ebanese **B**accalaureate - **S**ocial **E**conomics option

***Collège Saint Joseph des Sœurs Antonines*** Zahlé, Lebanon

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| **Languages** |  |

* + Excellent fluency in *Arabic* (Native Language), *French*, *English* and *Chinese*
  + Certificate of English language proficiency Georgetown University, USA
  + Certificate of First Aid and CPR By The Lebanese Red Cross

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| **Working Experience** |  |

Jul. 2013 – Sep. 2013 : **P**rofessional **T**rainee in **C**ommercial and **O**perational department at ***Fransabank***

Zahlé, Lebanon

*Mar. 2014 - June 2014*  **: C**ashier at ***Samak Seafood Restaurant*** Zahlé, Lebanon

*May. 2014 - Aug. 2014* **:****I**nsurance **C**onsultantat ***Allianz SNA*** Zahlé, Lebanon

*Mar. 2015 - Oct.2015* : **F**inance, **I**nventory **C**osting and **C**ontrolat ***HOLDAL Abou Adal Group***

Dekweneh, Lebanon

***Details :***

* Monitor, Record and archive inventory variances, adjustments of inventory and stock transfers
* Check and submit receipts for local suppliers
* Prepare the results of taking inventory sales point
* Prepare various reports and check the coding
* Create the JV in the ERP and fill them with the accounts required suppliers and VAT account
* Post transaction print forms and display it in the general Ledger

*Oct. 2015 - Present*:**A**ccounting at ***Ammar Group*** *(****SO****ciété* ***CO****mmercial et* ***FIN****ancier)*

Kaslik, Lebanon

***Details :***

* Prepare and verify daily reports
* Protect the company’s value by keeping information confidential
* Draw up monthly sales reports
* Organize checks and deposits
* Prepare monthly balance sheet schedule

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| **Computer Skills** |  |

* Microsoft (Word, Excel, Access & Power Point)
* Frequent user of Internet tools

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| **Other Skills** |  |

**Date of birth :** August 22nd, 1993 **Citizenship : L**ebanese

**Marital status : S**ingle **Sports :** Football, Basketball , Ski

***References exist upon your request.***