**Nathalie Mousallem**

St Joseph Region Date of Birth: January 11th, 1995

Dbayeh, Lebanon Place of birth: Beirut, Lebanon

Home: 04/543995 Marital Status: Single

Mobile: 76/320091 Email: nathalie11\_1@hotmail.com

**Objective**

Seeking a Job in any business field where I can apply my experience in business which can help me a lot in gaining more experience and at the same time preparing for my MBA Program. In addition to my excellence in communication skills especially Arabic, and English, which provides opportunity for advancement.

**Education**

September 2012\_ Bachelor of Business Administration

December 2015 **Holy Spirit University of Kaslik-USEK**

 Kaslik, Lebanon

 Major: Finance and Banking

GPA: 83.5/100

May 2012 Lebanese Baccalaureate

 Roumouz College

 Antelias, Lebanon Emphasis: Sociology and Economics

**Experience:**

August2015-Present Junior Accountant at Property Masters Group Company

 Beirut,Dawra

* Data Entry for suppliers Invoices.
* Prepare cheques for suppliers.
* Update payment tracking.
* Prepare supplier aging every Monday.
* Comparing supplier’s statement of account with the company ones.
* Request chequebooks from Banks.

.

15th July 2014- Finance Trainee at NouvoBanq SIMBC

15th August 2014 Victoria, Seychelles

* Exposed to both front and back office activities at Customer service department
* Observed Payment Process at The Finance Department
* Observed and Participated in External Swift Transfer, Inward Swift Transfer, and Local Payment with the Foreign Exchange Department
* Carried out Reconciliation for Monthly Tax Revenue Refund Transaction at Cash Department

February 2013- Academic Assistant at Faculty of Business and

July2015 Commercial Science at Holy Spirit University

 Kaslik- Lebanon

* Assisting in Registration Process
* Contacting students regarding some tasks
* Assisting during conferences and Marketing Forums

**Computer skills:** Microsoft Office: Word, PowerPoint, and Excel

Excellent internet research skills. Social Networking (Facebook, Instagram, and Twitter)

**Language Skills:**  Speaking Writing Reading

Arabic (Native) Excellent Excellent Excellent

English Good Excellent Excellent

**Activities and Volunteering:** Enjoy playing basketball, walking, and travelling.

Volunteer in World Vision Organization where I participated in many activities for children as well as taking training in Team Building and Leadership. In addition to that, I have taken part at Thomson Reuters Markets Academy at the Faculty of Business and Commercial Sciences, as well as attending different round tables during International Colloquiums within the Campus.