Curriculum vitae

|  |
| --- |
| Personal info  |
| * Full Name : **PASCALE KHOURY**
 |
| * Date of birth : 1 January 1986
* Place of birth : Ghbele - keserwan
* Address : Ghbele
* Gender : Female
 |
| * Nationality : Lebanese
* Mobile : 03/187203
* E.mail : Pascale.khoury1@hotmail.com
 |
| PROFILE & HIRING ASSETS |
| 1. Enthusiastic, creative and willing to assume increased responsibility.
2. Public speaking and presentation skills .
3. Confident, organized and self-motivation.
4. Excellent communication skills.
 |

|  |
| --- |
| OBJECTIVE |
| * Try very hard, do my best accomplish very successfully all my duties.
* Maximize my management skills, quality assurance.
* Ability to solve problems immediately.
* Accuracy and attention to details.
 |
| EDUCATION |
| **2006 – 2008** TS at “Cortbawy”, Adma on “Accounting & Finance” . **2003 – 2005** BT 1, 2 & 3 at “Cortbawy”, Adma  |
| PROFESSIONAL EXPERIENCE |
| **2004** Accountant at **Georges wehbe co.** in khoury w baroud building Ghadir.**2005 -2006** At **Bab adma co.** assistant for accounting .**2007 - 2012** **Cash Holder,** Caliprix, sahel alma:* + - * Receive payment by cash, check, credit cards, vouchers.
			* Resolve customer complaints.
			* Answer customers' questions, and provide information on procedures or policies.
			* Cash checks for customers.
			* Process merchandise returns and exchanges.

**2012 - 2014** Chief Accountant & Assistant Manager at **DORADA SUR MER** Jounieh:* Made daily entry into the accounting journal.
* Checked client accounts before delivering them to the accounting department.
* Asked the companies for statement and compare them with our statements.
* Checked the statement of the bank and other companies.
* Checked the invoices if there are any problems.
* Prepared payrolls.

|  |
| --- |
| LANGUAGE |

 **Langage Skills:** Fluent in Arabic French and English.**Computer Skills:** Microsoft Office (Excel – Word ) – Internet - brains . |
|  |
|  |
|  |
|  |