Curriculum vitae

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| 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. | | |

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| 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 . |
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