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Charbel Semaan

Education July 2011 **Masters (M1) in Auditing and Accounting**

Lebanese University, Faculty of Business and Economics,

Tripoli, North Lebanon

Oct. 2007- **BA in Auditing** **and Accounting**

July 2010 Lebanese University, Faculty of Business and Economics,

Tripoli, North Lebanon

* Pursued a 3-year Bachelor Degree in Auditing and Accounting
* Graduation date: July. 2010

June 2007 **Lebanese Baccalaureate in Sociology and Economics**

Dar En Nour College, Dahr El Ein, El Koura, North Lebanon

Training September **Intern at Bank Audi, Amyoun Branch, North Lebanon**

2009 - Customer Service: Worked on meeting the customer needs in the best interest of both customer and bank - Teller: Handled customer accounts and transactions

**Working** August 2011- **Junior Accountant**, **Tahan Jewelry, Tripoli, North Lebanon**

**Experience** April 2012 - Handled all accounting transactions and dealings

April 2012- **Accounting and Purchasing Manager**, **Citycom (MTC Touch Service Center) Tripoli, North Lebanon**

Present **-** Managing the accounting department, as well as handling products orders, costing and pricing with UAE suppliers

Skills  **Computer Software:** Microsoft Excel, Microsoft Word, Microsoft PowerPoint,

Microsoft Access, Internet

Languages Arabic (fluent) English (fluent) French (fluent)

Hobbies All kind of sports (basketball, football, swimming…)

References Given upon request