Antoun Semaan Building

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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