

Letter of Motivation

Dear Madam/Sir,

In an attempt to look for a new business opportunity and in order to develop my acquired skills; please accept my application to match it with any position fit to my profile in your esteemed company.

My educational and professional background combined with the local exposure I have acquired year-to-date, have greatly contributed in shaping my personality and professional career.

Exposure to a diversity of personal and corporate cultures has developed in me a flexibility to adapt to the different disciplines, an understanding of the different complex organizational models and the capacity to handle important situations implementing creative solutions.

I remain at your entire disposal for further information or any forthcoming interview. In the meantime, I thank you in advance for taking the time to reading my attached resume.

Kindest regards,
Cosette Atallah

Cosette J. Atallah

Hadath, Lebanon

Mobile (70) 945644, (71) 148 147

E-mail cosette.attallah@gmail.com

Nationality Lebanese

Marital Status Married

Objective

Find a challenging and interesting position in a reputable and growing company, to be able to develop my skills through my experience, education and talents.

Education

Byblos Institute (Dawra)
TS3 Accounting

Lebanon, 2003

Saint Coeur Hadath
High School Graduate

1983-1999

Professional Experience

Emporio Ceramico

Lebanon November 2015 until present

Senior Accountant

- Receivable accounts reconciliation
- Executed all the data entries (Payments, Receipt, & Journal Voucher)
- Counts of all notes receivables and reconciliations of balance
- Reconciliation
- Invoicing , Data Entry

Anastasia Travel Agency

Lebanon Sin El Fil 2005-2015

Senior Accountant

- Counts of all notes receivables and reconciliations of balance
- Issued the clients' confirmation request, along with follow- up procedures
- Reviewed all the sales contracts inside & outside Lebanon and issued reports detailing contracts' prices, filling of registration and date of each contract.
- Receivable accounts reconciliation
- Executed all the data entries (Payments, Receipt, & Journal Voucher)
- Daily Bank Deposits List / Money
- Bank Reconciliation (Between Bank and Big Statement)

AMC (Accounting & Management Consulting)

Lebanon Hazmieh 2004 until 2005

Accountant

- Invoicing , Data Entry , VAT Data Entry
- Reconciliation
- Incoming Accounts Controller
- Money collection
- T.V.A. Declaration

Eid Library

Cashier

Handling all the cash float.

Lebanon Hadath 2002 until 2003

Key Qualifications & Skills

Team Player & hard worker

Ability to work under pressure

Loyalty and devotion to the company I work for.

Computer Skills

- Microsoft Office
- P.M.S. System
- Navision System
- Blue Finance (Finance System)

Languages

Arabic	Mother Tongue
English	Good
French	Good

References

Available upon request