**C.V.**

**Tamar Bedros Joulfayan**

Phone: +961 3 182239

E-mail: tamarjoulfayan@gmail.com

 sacredgirl16@hotmail.com

**Objective**

Obtain an accountant position within a company, where I can fully utilize my potential and capabilities in above skills.

 **Work history**

* September 2007 to February 2008, Adjemian Bros; Accountant -Secretary.
* June 2008 to September 2008, A+; Accountant- Secretary. (summer time job).
* April 2010 to July 2013, Hagopian jewels ; sales girl- Secretary..
* October 2013 till current, Sun & Surf llc; Logistics-accountant & Customer Service Representative.

 **Education**

* Business Accounting at AUST-Ashrafieh

2012

* BT3 Baccalaureate in Accounting

TLC-new jdeide 2006-2007

* Brevet Degree

St. George School Bikfaya

**Training**

* August 2013 Blends Food Development company; data entry.

**References**

* Ms. Hera kitabjian  (long-time friend)

 Executive director of Swiss Business Council Lebanon

 Phone: +961 3 398645

* Mr. Farid Felefle (family relative)

 Owner of women clothes boutique “sodium” Jal-El-Dib

 Phone: +961 3 224123

* Mr. Assad Mhanna

Audit Firm owner

Phone: +961 3 627014

**Languages**

Read, written, spoken.

 Arabic: Fluent

 English: Fluent

 Armenian: fluent spoken Fair written

**Computer skills**

* Excellent knowledge in computer (word, excel, access, project, outlook emailing internet & data researching)
* Peach 3 Accounting software
* Dolphin
* Matrix

**Other skills**

Trained and certified at the Lebanese Red Cross.

**Personal information**

* Interests : Dancing , music, acting & traveling
* Social life: Member in Homenetmen scouts

 Member in Hamazkayin-Knar dance group

 Member in Freedom dace group

 Member in Nemesis Fit Life Gym “personal trained Classes”

* Marital status: Married
* Gender: Female
* Date of birth: 28 October 1987