**PERSONAL**

Name :Anthony Youssef Wakim

Nationality :Lebanese

Date of Birth :November 27, 1994

Address :Dora, Mar Maroon Street

Telephone :+96176123481

Email :[anthonywakiim@hotmail.com](mailto:anthonywakiim@hotmail.com)

**OBJECTIVE**

To enhance my experience in a workplace with a positive attitude and excel at competing set objectives through the cooperation of team efforts and the exchange of diverse ideas. I also strive to have a respectful style of living for me and my family.

**ACADEMIC PREPARATION**

ARTS, SCIENCES AND TECHNOLOGY UNIVERSITY IN LEBANON

BA to be awarded Spring, 2018 HR Management

ECOLE TECHNIQUE DES SCIENCES TOURISTIQUES ET COMMERCIALES

Lebanese Baccalaureate awarded Spring, 2014 Marketing

**WORK EXPERIENCE**

**ACCOUNTANT AT KHOURY HOME** January 2016 – Present

Navision System

Receipts and Credit Notes to clients

Installments to Banks

Wedding List payments

**SUPERVISOR AT LE CHARCUTIER AOUN** May 2014 - December 2015

Manage 15 cashiers (respond to employee’s needs, problems, and satisfaction)

Customer service

Training of new employees

End of day management of cash counters money

**BUG’S CAFE** February 2010 - November 2013

Responsible of the cash register

Stock manager

Bar manager

Customer service

**LANGUAGES**

Excellent Communication (Fluent in Arabic and English)

Writing Skills (Arabic and English)

**SKILLS**

Hard working

Adaptable and flexible

Respectful to co-workers & superiors

Computer Skills: Internet, Microsoft Office, Outlook

**HOBBIES**

Traveling

Photography

**REFERENCES**

Available upon request