

Curriculum Vitae

Marc Karam

Date of Birth: 11 April 1996

Hometown: Beit el Chaar - Awkar

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OBJECTIVE:

To Build a Career Full of Experience, Improvement, Success and Continuous Learning.

PROFESSIONAL EXPERIENCES RECOVERED

- September 2016 – Present **Company:** Sfeir and Associates P.C.C. - Dbayeh
Position: Accountant / Trainee Audit
Job Description: 1) Data Entry.
2) Bank Reconciliation.
3) Tax on salaries / VAT declarations.
4) Audit reports.
5) Filing.
6) Inventory.
7) Familiar with Wizard Solutions.
- July 2016 – August 2016 **Company:** Sfeir & Associates P.C.C. - Dbayeh
Position: Internship
Job Description: 1) Data Entry.
2) Audit reports.
3) Filing.
4) Familiar with Wizard Solutions.
- June 2015 **Company:** Azadea – Zara Dbayeh (Le Mall)
Position: Training - Salesman
Job Description: 1) Provide costumers any assistance needed.
2) Keep the store organized and modest.
3) Verify the in and out from the stock.

- June 2013 – January 2014 **Company:** CineMall – Dbayeh (Le Mall)
Position: Salesman
Job Description: 1) Handle cash sales.
2) Prepare a daily cash report.
3) Prepare a daily inventory count sheet.
4) Make sales referrals
5) Make Cross-sell products.

EXTRA CURRICULUM

- Social experiment with the collaboration of Crepaway: experience a diner free of cell phones in order to encourage human communication.

EDUCATIONAL BACKGROUND

- **2017 – 2019 (expected)** Master’s degree at Holy Spirit University of Kaslik (USEK) in Auditing
- **2015 – 2017** Bachelor’s degree at Holy Spirit University of Kaslik (USEK) in Auditing.
- **2013-2014** Baccalaureate degree in “Economics and Sociology” at College Mariste Champville – Deek El Mehdi.

LANGUAGES

- Arabic: Read, spoken, and written- Excellent
- French: Read, spoken, and written - Very Good
- English: Read, spoken, and written - Very Good

COMPUTER SKILLS

- Word
- Excel
- Power Point
- Internet Research

HOBBIES

- Football
- Reading scientifique magazines

I Hereby Certify That the Given Information Are True and Correct.

Marc Karam