

CURRICULUM VITAE

Miss Lama KARIMEH

Place and Date of Birth: El Baddawi, 27/06/1990
Nationality : Lebanese
Address : Daher el Ein, Simar (2) project- Bloc A4
Home : 00961 6 417 674
Cell : 00961 3 646 947
E-mail: Lamakarimeh@hotmail.com

Carrier Objective

To secure a position in the organization that offers challenge, opportunity for my career development, and to gain new skills while utilizing my current areas of expertise of procurement and customer services.

Education

- 2014 *Master 2 of Business Administration* from "**Université Libano-Francais**" - Tripoli – Dedde / el Koura.
- 2011 *Bachelor of Business Administration* (Branche: Gestion des entreprises et des administrations) from "**Université Libano-Francais**" - Tripoli – Dedde / el Koura.
- 2008 *Bac II-Philosophy* from "**Collège national orthodox- St Elie**" -Al Mina-Tripoli

Experience

- September 2014-till present **STE MODERN COMPANY FOR BOOKS**-Tripoli
- Duties :**
- Performing bookkeeping services
 - Assistant Manager
 - Preparing purchase orders and expenses reports
 - Operating accounting software to record store

- Purchases and stock
- Calculating, preparing and issuing bills, invoices and other financial statements
- Matching orders forms with invoices and recording necessary information
- Preparing trial balances of books
- Calculating cost of materials, overhead and other expenses based on estimated revenues and expenses
- Performing general office duties

June 2014 till
September 2014

European Institute of coordination and development-Tripoli

-Assistant manager and supervisor at Al banat al oula secondary school

September 2011 till
November 2011

Université de technologie et des sciences appliqués Libano-Française (ULF) –Tripoli

-Performing at the library to help with inscription services and other office tasks.

Trainings

2012

April 30→ October 31

RM Audit - Accounting & Auditing, Al Zehryeh-Tripoli

Duties:

- Working under the supervision of a senior accountant to perform the day to day duties
- Data entry of income and expenses into the accounting system
- Vendor invoices, paying bills and creating invoices for customer account payable, payroll, or accounts receivable

- *Maintaining check entries for accuracy, making corrections and filing documents as needed*
- *Financial reports, TVA statements and statements of accounts*
- *Making and receiving payments*
- *Purchases and stock.*
- *Daily reports (profit, income and expense)*

2010 August 09 → September 04

Bank of Beirut, Banks street- Tripoli

Branch counter operations and customer services

July 05 → July 30

FRANSABANK, Mina Tripoli

Cash department, Loan department and customer services

June 01 → June 30

BLC Bank, Mina Tripoli

Branch counter operations and customer services

Computer Professional Skills

- Computer accounting System: *soft wave*
- Microsoft Office (Word, Power Point, Excel, Access)

Spoken Languages

- **Arabic:** Spoken, read and written (mother tongue)
- **English:** Spoken, read and written (level good)
- **French:** Spoken, read and written (level good)

References

Available upon request

