

Stephanie Ghanem

Lebanon, January 12, 1994

Fluent in Arabic, French and English

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ACADEMIC DEGREES

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|---------------|--|
| December 2018 | Master in Business Administration – Finance
Holy Spirit University of Kaslik, USEK – Lebanon
GPA: 91.08/100 |
| August 2015 | Bachelor in Business Administration – Audit
Holy Spirit University of Kaslik, USEK – Lebanon
GPA: 85.95/100 |
| June 2012 | Lebanese and French Baccalaureates
College des Soeurs du Rosaire- Cornet El Hamra |

PROFESSIONAL & ACADEMIC EXPERIENCE

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|----------------|---|
| Since May 2016 | Chief Accountant and HR
La Creole, Antelias-Lebanon |
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- Rotation on many branches of management including production, sales, stock, accounting and HR.
 - Worked in the management of stock items, inventory, sales and purchase invoices.
 - Partial HR management by dealing with salaries, new employee recruitment and file completion.
 - Interviewing potential and existing employees.
 - Sickness and absence monitoring with monthly reporting to directors.
 - Raw materials detailed analysis by Production formula exploitation in order to monitor outcomes.
 - Sold, in many branches, using POS along with input of codes and sending them through team viewer.

- Accounting by the input of entering account information (documents financial transactions) expenses, payments, receipts and the declaration of the statement of account with reconciliation for the bank, auxiliary accounts balance reports (supplier/ client/ payable), with POS end of day sales report, along with making debit notes, credit notes and check transactions.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Usage of PIMS 2 program (Profile Integrated Management System).

September 2014 – **Administrative Assistant at the USEK Business School – Student Job**
June 2015 Holy Spirit University of Kaslik, USEK – Lebanon

- Conducted researches for assigned projects
- Handled office routine operations

Computer Literacy: Word, Excel, PowerPoint, Internet (navigation and research), Social Networking (Facebook, LinkedIn, Instagram)

Certificate: Participant in the “Institute of Management Accountants” (IMA) competition of the Mena Region, July 2015

Hobbies: Reading, Chess, Table Tennis, Swimming

Reference available upon request