**Mario Maatouk**

**Accountant Fresh Graduate**

**Personal details:**

**Birth date**: 27/8/1997

**Address**: Jal El Dib

**Mobile:** 03-251907

**Nationality:** Lebanese

**Marital status:** Single

**Career Objective**

I am a young, enthusiastic and ambitious fresh graduate looking for a junior level position in accounting, auditing or data entry to elevate my career path and invest my academic background in a professional organization.

**Education**

**2015-**  BS in Accounting and Auditing, ***Sagesse University, Furn El Chebak***

**2000-2014** Bac Libanais en Economie et Sociologie, ***Ecole Saint George, Bsalim***

**Job Experience**

January 2010- **Project Manager** – JOMA for Aluminium

* Develop a detailed project plan to monitor and track progress
* Meet with clients to take detailed ordering briefs and clarify specific requirements of each project
* Supervise Quality Control and Customer Service departments
* Ensure that all projects are delivered on-time, within scope and within budget
* Evaluate projects and measure results

**Skills & Languages**

MS Office **(Advanced)**

Arabic, French & English **(Fluent written and spoken)**

**Personal Interests**

Tennis, Swimming, Cars, Politics

***References available upon request***