

Elie nabhan

+961 71 29 39 10/ elie.m.nabhan@outlook.com

Nationality: Lebanese

Date of Birth: 19/07/1999

EDUCATION

Holy Spirit University kaslik

Beirut, Lebanon

Bachelor in business administration/audit

2017-2021

- Main courses : Accounting, Management, Mathematics, Probability & Statistics, Financial and Monetary Economics, , Microeconomics, Macroeconomics, History of Economic Thought, Economic Policy, Corporate Social Responsibility.

Institut moderne du Liban- Fanar Lebanon

Beirut, Lebanon

Lebanese Baccalaureate – Economy and Social section

2017

EXPERIENCE

Accountant – Full time

October 2021-Present

Bio Diamond Lebanon–Accounting Department

Beirut, Lebanon

- Processing , reconciling and controlling (Bank accounts, suppliers and customers)
- Prepare the daily Registration Entries into Accounting system (Visual Dolphin)
- Routine Accounting tasks and Prepared checks
- Control cash on daily basis
- Insert payroll data and execute it
- Follow up with customers on collection when needed

Sales Representative – Full Time

November 2018 – April 2020

Mike Sport

Beirut, Lebanon

- Interaction with clients to propose our products.
- Inventory and stock management.

Internship

July 2018 – August 2018

Central Bank of Lebanon- Banque Du Liban

Beirut, Lebanon

- Developed a Microsoft Access database to store data
- Conducted statistical analyses using software such as SAS & SPSS.
- Performed general financial analysis and researched on the latest economic trends affecting the market.

EXTRACURRICULAR ACTIVITIES

- **Member at large at the student council, Holy Spirit University of Kaslik.**
The student council provides a means for student expression and assistance in school affairs and activities, give opportunities for student experience in leadership and encourage student / faculty / community relations.
- **Scouting, Scouts Du Liban.** Patrol leader, organized many events and fundraisings like cleaning beaches, forests, planting trees, distributing food to the poor in association with NGOs.

Skills

- Software skills
Microsoft (word, excel, power point)
Visual Dolphin (accounting program)
- Soft skills
Leadership, communication, team-building, organizational, management, public speaking, etc...

LANGUAGES

- Fluent in French, English and Arabic.