

Nour Nicolas Freij

Date of Birth: 20 /02/1993

Nationality: Lebanese

Gender: Male

Marital Status: Single

Address: Dawra, Mount Lebanon, Lebanon

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Objective

An innovative and challenging career in a reputable company,
which allows professional growth while working

Work experience

❖ Green & Co (Illy Cafe)

Billing Officer

July 2018 – Till Present

- Tracks and receives daily client orders.
- Issues sales invoices
- In charge of regular inventory counts in coordination with accounting-operations.
- Follows up daily on all pending situations in PIMS (invoiced not delivered, received not purchased).
- Daily Journee closing (check for pending tasks, sending reports, entering missing info on PIMS).
- Monthly inventory for showroom stock + pricing.
- Daily activity report including problems and special requests from clients.
- Assists accounting department for collection tasks.
- Performs other duties assigned by the direct manager.

❖ Natgaz

Cashier & Junior accountant

Oct 2017-July 2018

- Receive payment by cash, check, credit cards, vouchers
- Issue receipts, refunds, credits, or change due to customers
- Count money in cash drawers at the beginning and at the end of shifts to ensure that amounts are correct and that there is adequate change
- Resolve customer complaints
- Update accounts receivable, issue invoices and receipts
- Prepare and submit weekly/monthly reports
- Assist senior accountants in the preparation of monthly/yearly closings
- Prepare and file local compliance reporting as necessary

❖ **Barbanel Middle East (electromechanical consultant)**

Document Controller

Oct 2015- Oct 2017

- Perform edits on documents
- Prepare documents early
- Manage outgoing/incoming project documents
- Filing all documents and keep track of all records
- Reporting
- Support management

❖ **Albonian International (electromechanical works)**

Document Controller

Jan 2013- Oct 2015

- Perform edits on documents
- Prepare documents early
- Manage outgoing/incoming project documents
- Keep track of all records
- Filing all documents and invoices
- Maintains and prepares attendance reports, leave records, trip records and logs
- Petty cash running
- Prepares Minutes of meeting
- Support project manager

❖ **S T M C B (restaurants company)**

Team leader / Trainer, Margherita, Lebanon

November 2011-Jan 2013

- Opening, (opening as a waiter and then I become trainer)
- Friendly service
- Training all new employees
- Supervising floor staff

❖ **Raffinatto resto, Down Town**

- Barista and Cashier
- Collection of daily receipts
- Daily reports

October 2010- October 2011

Education

Achrafieh High School, Bac II, Certificate
AOU university, Accounting, third year

Languages

Arabic

English

Computer Skills

AutoCad

Microsoft Word, Microsoft Excel, PowerPoint, Outlook & Internet.

Photoshop

POS Omega, and POS Squirrel (Professional)

Pims II

References

References available upon request