**Curriculum Vitae**

**Personal information:**

Fady Nassim Abi Aad

Married

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Date Of Birth : 08/08/1987

**Education:**

TS3 accounting - CIT

BT3 accounting -Institut de tourisme Dekwaneh

Brevet

**Work History:**

* Saint Coeur Hospital: Admission – (7:00 till 15:00)
* SGS : Data Entry (JVs , PVs , RVs …) Banks and suppliers reconciliation , Aging reports and follow up on all bed debts accounts. – (15:30 till 19:30)
* Golden Food 2014 – 2017 : Account Receivable Specialist (Aging reports , Follow up on Customers payments- Petty Cash -Data entry (receipts-JVs) , Reconciliations, Invoicing, supervising Main and petty cash-

* Prodent 2010 – 2014 : cashier / Accounts receivables specialist : follow up on payments for suppliers, follow the collection from the market, issue drafts for client and follow up the payments-

**Languages and computer skills:**

Arabic

French and English - write, read and speak

Word, excel, Outlook, PIMS, Orange, SAP, Navision and SilverBlaze (accounting programs)