**Gilbert Elie Farah**

**CONTACT INFORMATION**

1. Address: Zouk Mikael, Sannine Street, Michel Salameh Bldg., 1st floor
2. Mobile: 71/370396
3. E-mail: Gilbert\_farah@live.com

**PERSONAL INFORMATION**

* Born : 07/01/1992
* Place of birth: Jounieh
* Village: Mdawar-Beirut
* Nationality: Lebanese
* Marital Status: Single

**EDUCATION**

* **Year 2015: Started MBA at AUL-Kaslik.**
* **Year 2014: Detained a BA at AUL-Kaslik – Business Accounting & Auditing.**
* **Year 2009: Detained a BT3 in Comptabilité et Informatique – Mgr. Cortbawi Adma run by Soeurs Des Saints-Coeurs.**

**WORK EXPERIENCE**

* 01/10/2014 till present : working at AUDIT PROCESS - Adonis “GILBERT ACHKAR” firm as an accountant.
* 28/01/2010 till 30/06/2014 : worked at Ste. M.A.Assaf & Co. as a junior accountant (Plus remaining as chief of staff as well), then promoted to an accountant.
* 02/02/2009 till 28/01/2010 : worked at Ste. M.A.Assaf & Co. As a chief of staff.
* 16/06/2007 till 02/02/2009 : worked at Ste. M.A.Assaf & Co. As a salesman then promoted to a cashier.
* Year 2006 : worked at Funny Market-Jeita as a salesman plus classifying invoices.
* Year 2005 : worked at Daily Press-Jeita as a salesman.

**PRESENT POSITION: Accountant and Junior Auditor**

* Journal & Payment voucher’s preparation.
* Elaboration of Invoices, Receipts, Returns, Debit & Credit notes.
* Bank reconciliation.
* Regular analysis of individual clients & suppliers accounts.
* Taxation and Social security.
* Preparing and issuing monthly Balance sheets.

**REFERENCES**

### Mr. Gilbert Achkar

**Job Title:** Certified Public Accountant / Sworn Auditor & Tax Advisor  
**Company Name:** AUDIT PROCESS  
**Phone Number:** +961.3506140  
**Email Address:** [**Gilbert.achkar@auditprocess-lb.com**](mailto:Gilbert.achkar@auditprocess-lb.com)

* **Mme. Raghida Khalil**

**Job Title:** Auditor  
**Company Name:** Bank Of Beirut

**Phone Number:** +961.70844107

* **Mr. Fady Bechaalany**

**Job Title:** Certified Public Accountant / Sworn Auditor & Tax Advisor  
**Company Name:** AUDIT PROCESS  
**Phone Number:** +961.3398091  
**Email Address:** [**Fady.bechaalany@auditprocess-lb.com**](mailto:Fady.bechaalany@auditprocess-lb.com)

* **Mme. Amal Khlat**

**Job Title:** Head of Orientation Unit  
**Company Name:** Arts Sciences and Technology University in Lebanon  
**Phone Number:** +961.3012221  
**Email Address:** [**amal.khlat@aul.edu.lb**](mailto:amal.khlat@aul.edu.lb)

**COMPUTER SKILLS**

Microsoft PowerPoint, Microsoft Word, Microsoft Excel, Microsoft Office Outlook, Internet Surfing, and some stock and accounting logiciel such as : ***PIMS, DOLPHI , FOXPROX.***