

CHARBEL HANKACHE

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Address 9E Bd Jourdan 75014, Paris

EXPERIENCE

- June 2023 till December 2023: Junior Accountant at MADY & CO
certified public accounting firm located in Sin El Fil Beirut, Lebanon

Responsibilities:

- Daily operations data entry.
- Suppliers and clients' accounts reconciliation.
- Bank reconciliation.
- VAT reconciliation.
- Preparing Top 10 clients and suppliers.

- July 2022 till December 2022: Internship at Handyco SAL
Real Estate and Facility Management company located in Bauchrieh Metn, Lebanon

Responsibilities:

- Daily operations data entry.
 - Invoicing and follow up with clients.
 - Bank accounts management and reconciliation.
 - Suppliers and clients' accounts reconciliation.
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- 2017-2018 Sales associate at Virgin Megastore.
 - 2016-2017 Head waiter at ONNO, Lebanese Armenian Bistro.
 - 2015 Salesman in ABC Achrafieh at toys department.

KEY SKILLS

- Motivated, team player, enthusiastic and hard worker.
- Ability to work in a team under pressure and to meet objectives.
- Good communication.

EDUCATION

- Sep 2024 till present PGE (4) data science and business intelligence at EDC Paris Business School, Puteaux
- 2018 till 2021: BA Accounting and Auditing, Sagesse University.
- 2012 till 2015 : Lebanese technique baccalaureate branch accounting and computer science, Ecole technique Saint Vincent de Paul des soeurs de Besancon.

COMPUTER SKILLS

- Microsoft Office (Excel, Access, PowerPoint, Word).
- HTML.
- PIMS & IBP (ERP software).

- Power BI
- SQL

OTHER SKILLS

- Effective communication in: English, Arabic, French.
- Hobbies: Ski, Football, Camping, Socializing.