RAMIA BARAKAT

ACCOUNTING | ERP | DATA ENTRY

+961 71 531 207 | ramiabarakat.r.b@gmail.com | Bhamdoun, Lebanon

PROFESSIONAL SUMMARY

Enthusiastic and adaptable professional with experience in accounting, ERP Financial Management, data entry, computer teaching, marketing, and customer follow-up. Skilled in Microsoft Office, including Word, Excel and PowerPoint, with strong communication skills, fast learning ability, and the ability to work under pressure.

CORE SKILLS

- Accounting & accounting systems
- Data Entry
- Internet & Outlook
- Social media account management
- Fast learning & memorization
- ERP Financial Management
- Microsoft Excel, Word & PowerPoint
- Customer communication & follow-up
- Working under pressure

PROFESSIONAL EXPERIENCE & TRAINING

Accounting / ERP — Accounting experience: 2–3 years; ERP Financial Management experience: 6 months.

- Accounting, accounting system work and ERP Financial Management.

Data Entry – Info Pro Project — Contract project

- Completed data-entry work for an Info Pro project.

Computer Teaching — Grades 7–8

- Taught computer skills to students in grades seven and eight.

Marketing & Online Sales — Juicy Beauty & FM Company for Beauty Products; Jeunesse Company

- Marketed and sold products online through direct marketing and social media; developed and updated social media accounts; followed up with customers before and after sales; identified customer needs and supported product/service promotion.

Training – Syrian Red Crescent — Training experience

- Humanitarian relief training.

Training – FM Company — Training

- Training included meetings and social media platforms.

Accounting Training — With Mr. Ahmed Al-Danaf, Bhamdoun

- Accounting-system training for one and a half years.

EDUCATION

Bachelor of Geography — Damascus University

Diploma — Computer Institute

LANGUAGES

Arabic | English

REFERENCE

Available upon request