

Sample Chronological Resume

Charbel Haddad

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Objective:

Seeking an entry-level position in finance in a reputable company where my knowledge in finance and my communication skills in English, French and Arabic can be applied.

Education:

September 2010 – Present Bachelor of Business Administration
Holy Spirit University of Kaslik
Kaslik, Lebanon
Major: Auditing
GPA: 80/100
Expected Date of Graduation: June 2014

Experience:

November 2011 – Present Dean's Assistant - Faculty of Business and Commercial Sciences,
Holy Spirit University of Kaslik

- Serve as a referral source for students seeking various types of assistance
- Provide student support services
- Assist the Dean in administrative tasks

July 2009 – October 2011 Stock Controller – Accounting Department

April 2010 – May 2011 Spinneys Supermarket, Achrafieh, Lebanon

- Prepared Invoices
- Processed and followed up debit and credit notes
- Created weekly / monthly reports for clients (Credit Aging / Statement of Account)
- Tracked sales transactions in the system

Computer Skills:

Microsoft Applications: Word, Excel, and Power Point.
Excellent Internet research skills

Language Skills:

Speaking	Writing	Reading
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Arabic (Native)	Excellent	Excellent	Excellent
English	Good	Good	Excellent
French	Excellent	Good	Excellent

Personal Data:

Scout Member 2008 – Present
 Enjoy swimming, blogging, and traveling
 Avid supporter of environmental issues