

NADINE LEYLO
Beirut, Lebanon
Mobile Number 70202856
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Objective:

To play a key role in a dynamic team in a promising business sector.

Education:

BA in Business Accounting, American University of Science and Technology, June 2015
Lebanese Baccalaureate, Ecole Des Filles De La Charite, Lebanon, June 2011

Experience

- Accountant: ITG Holding (Mideast Power System), Holcom Cornish Nahr
Duties: Accounting entries, receivables, payables, bank reconciliation.
May 2017 - Present
- Accountant : Maison S , Beirut Verdun
Duties: finance and billing, Payroll, payables, receivable
Aug 2015 - Dec 2016
- Planning Department Blom Bank ,Beirut, Hamra
Duties: IT Responsibilities, New employee accounts
June 2014 - Sept 2014
- Accountant : Scarlet Rose ,Beirut, Hamra
Duties: Accounting Entries, Monthly Closing
Nov 2013 - May 2014

Computer Skills:

Excellent in Microsoft office programs (Word, Excel, and Access)
In Addition to excellent use of **Omega System, Traverse System.**

Personal Data:

- Date of Birth: March 28, 1993
- Place of birth: Beirut, Lebanon
- Marital Status: Single
- Interests: Swimming, Travelling.
- Languages: 1. English : Excellent
2. Francais: Excellent
3. Arabic : Excellent