

DIANA AZZI MOUAWAD

- NATIONALITY. Lebanese
- DATE OF BIRTH. 17 March 1989
- MARITAL STATUS. Married
- ADDRESS. Lebanon, Mansourieh, St. Therèse Street 2001, bldg 99 / block C, 2nd floor.
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PROFILE & OBJECTIVE

I am Diana AZZI, I am interested in applying for a job in a company that reflects my skills, where I can apply my knowledge and develop my experience using all my exceptional potentials.

I am an ambitious and a multi-talented person, with 2 years of experience in Accounting and over 7 years of experience in Insurance Follow Up .

I certainly have the intention of expanding my expertise in Accounting, with any position I could be hired in.

PROFESSIONAL SKILLS

MANAGEMENT SKILLS:

- Ability of dealing with difficult situations
- Possess Time Management skills

TECHNICAL SKILLS:

- Excellent knowledge in the use of : Microsoft Office (Word, Excel and PowerPoint)
- Good knowledge in the use of : Dolphin, Softmind, FoxPro, ProSoft

HUMAN SKILLS:

- Possess writing and speaking communication skills (Fluent in Arabic, Good in French and English)
- Working on time with regular attendance
- Very good listener and very patient
- Ability of learning quickly
- Very responsible in decision-making
- Very honest, dependable and respectful person

EDUCATION & PROFESSIONAL COURSES

- | | |
|--|---------------------------------|
| ▪ AMERICAN CENTER - Sen El Fil, Lebanon | September 2010 - September 2011 |
| ▪ Professional English Courses | |
| ▪ ÉCOLE DES ARTS ET MÉTIERS - Dekwaneh, Lebanon | September 2007 - September 2010 |
| ▪ TS3 diploma in Accounting | |
| ▪ SAINT LOUIS SCHOOL - Ajaltoun, Lebanon | June 2007 |
| ▪ BT3 diploma in Accounting | |

WORK EXPERIENCE

REBCO - Camille Chamoun Street, Sed el Bauchrieh, Lebanon

November 2016 - Present

ACCOUNTANT

REBCO is one of the leaders companies in automotive, diesel and industrial products. Being exclusive representatives for international brands since 1991, it brings the best tires, lubricants, batteries and accessories to clients all over the Middle East and Africa, through various distributors and points of sale.

I am responsible for PO receipts and accounts payable activities in the department to include compiling and maintaining accounts payable records, gathering purchase orders, relevant supporting documents, etc., preparing payments, maintaining payments or other transaction records.

Listing some of my Duties & Responsibilities :

- Perform daily PO receipts; review to ensure quantity and prices on PO match with factory invoices and enter all PO receipts data on system accordingly; coordinate with factory and Logistics department to collect required documents, validate accuracy on all necessary information such as item codes, quantities, factory pricing, etc., update and maintain accurate data on the system on timely manner.
- Prepare & maintain all accounts payable reports, spreadsheets and company accounts payable files.
- Assist in providing documents for company audits as assigned.
- Assist in month-end procedures by preparing reports, entering data into system, following department month-end closing guidelines.
- Perform all other duties as assigned

CST - Credit Systems & Techniques - Jdeideh, Lebanon

October 2009 - October 2016

INSURANCE FOLLOW UP

CST group of companies is a multi-services enterprise deeply involved in the insurance and financial circuits. Its services extend from retail credit management, to marketing of financial products, finance of retail, insurance consultancy and brokerage. Its team is totally dedicated to provide the best available service.

Listing some of my Duties & Responsibilities :

- Provide customer service both on the telephone and in the office for all clients
- Follow-up on all outstanding insurance claims
- Follow-up on all returned claims, correspondence, denials

September 2007 - September 2009

ASSISTANT ACCOUNTANT

Listing some of my Duties & Responsibilities :

- Data entry
- Assisted accounting staff in managing accounts receivable/payable and end-of-month reconciliation
- Maintained confidential documents and records

INTERESTS

- Swimming
- Listening to Music
- Reading