

Zainab A.AlZeiny

Accounting

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EDUCATION

- **PATC (Professional Accounting Training Center)**
, (**Practical Training**).
Level 1: Transactions :(Inventory Stock, Purchases , Sales , Expenses , Bank).
Level 2: Declarations : (Payroll , Social security: (NSSF),Taxation:(Tax on salary).
Level 3: (Import purchases, Bank reconciliation , Closing of the financial year(Transaction) , Fixed assets disposal).
- **Arab Open University –Tayouneh ,Lebanon**

Bachelor Degree in Business Studies With Accounting (Very good degree) , Fall 2017/2018 .
- **Hussein Ben Ali Institute-Accounting : BT1,BT2,BT3**

PROFESSIONAL EXPERIENCE

- **Moussa Tohmaz & Sons Company – ALHadath , Lebanon**
January 2015- Currently (Notice period : Can start new work immediately)

Accountant

Record Purchase & Sales transactions

Inventory Controller

Ensure that merchandises received are in accordance with purchase order specifications Receives delivered supplies, materials, and equipment

Final inventory IN and Out Perform inventory control to ensure optimal inventory levels Prepare and submit inventory control reports to Supervisor .

Data entry

Enters customer, supplier, and account data

Verifies entered customer and account data by reviewing, correcting, deleting .

Tests customer and account system changes and upgrades by inputting new data Reviewing output and secures information by completing data base backups.

Maintains customer confidence and protects operations by keeping information confidential

LANGUAGE SKILLS

- **Professional written and spoke fluency in Arabic (Native Language) and English.**

ADDITIONAL SKILLS

- **Internet Explorer & Outlook , Microsoft office (Word , Excel , Power Point)**
- **Proactive Team player , responsible , dynamic , and flexible**
- **Taking the initiative to explore issues and to generate new ideas**

CERTIFICATIONS

- **Word , Excel**
- **Dolphin Accounting software**
- **Taxation law**
- **Social security**