

# Nisrine Ahmad

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## Summary

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I am an Accounting & Auditing Graduate, focused, dependable and eager to learn. Aiming to use my knowledge and analytical skills to consistently and effectively deliver accounting services that enhance the company's purpose and profitability.

I hope that working in a reputed organization like yours, would help me develop my competences and prove my worth.

## Education

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- **2017 - Master 1 in Audit**  
Lebanese University, Faculty of Economic Science and Business  
Administration Ashrafieh,
- **2016 - Bachelor of Science in Audit**  
Lebanese University, Faculty of Economic Science and Business  
Administration Ashrafieh,
- **2013 - French Baccalaureate, ES**  
Collège des Soeurs des Saints Coeurs Ashrafieh,

## Experience

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- **September 2018 – Present: Junior Auditor, BCAF International CPA's**
  - Understanding the project context and the client activity.
  - Collecting and documenting audit evidence.
  - Reporting and discussing the audit findings with the manager.
  - Execute of accounting entries.
  - Complete general ledger operations.
  - Assists with year ending closings.
  - Reconcile and maintain balance sheet accounts.
  - Prepare bank reconciliations.
  - Handle payroll & Taxation.
  - Assisting in VAT.
  - Other assigned task.
- **June 2018 – September 2018: Junior Auditor, Khoury Auditors & Consultants**
  - Execute of accounting entries.
  - Gather, sort and file documents as required.
  - Reconcile and maintain balance balance sheet accounts.
  - Prepare bank reconciliations.
  - Handle payroll
  - Other assigned tasks.

- **May 2018 – June 2018: Junior Auditor, UTC International**
  - Understanding the project context and the client activity.
  - Assessing risk and reporting results to the manager for the purpose of planning the assignment.
  - Collecting and documenting audit evidence.
  - Reporting and discussing the audit findings with the manager.
  
- **February 2018 – May 2018: Accounts Administrator, Gosawa SARL**
  - Accounts receivable; Verify transaction information; compute charges and refunds; prepare and mail invoices; identify delinquent accounts.
  - Accounts payable; Pay invoices by verifying transaction information, scheduling and preparing disbursements and obtaining authorization for payment.
  - Gather, sort and file documents as required.
  - Reconciliation of general and subsidiary bank accounts by verifying statements and transactions.

## Languages

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- Fluent Arabic, French & English

## Skills

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- Proficient in Microsoft Office.
- Intermediate in Microsoft Office Excel.
- Visual Dolphin.
- Internet.

## Interests

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- Camping Enthusiast.
- Cooking.
- Writing.