

# BARAA AL KHATIB

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## WORK EXPERIENCE

- Company Name: **Harb Pharmacy / Lebanon**  
Date: current job since October 2018  
Job Description:
  - Internal Accountant
    - Data Entry - Orders Entry- Stock operation - Suppliers statements.
- Company Name: **Al Munif Pipes KSA (MMP Group)**  
Plastic Pipes & Fittings Manufacturer  
Date: March 2016 up to March 2018.  
Job Description:
  - Export Sales In charge.
    - Negotiations - prepare quotations, shipping documents.
    - Business Visits and Exhibitions (Attend: **Big 5 Kenya 2016 / Big 5 Dubai Qatar Project 2017, Baghdad International Exhibition 2017 and Khartoum Int. Exhibition 2018**).
- Company Name: **Champ International S.A.R.L / Lebanon**  
Date: May 2015 to March 2016.  
Job Description:
  - Accountant.
    - Data entry. -Reconciliations. -TVA.
- Company Name: **Pacioli & Co Auditors Consultant / Lebanon.**  
Date: March 2014 to August 2014 (**Trainee**).  
Job Description:
  - Accountant.
    - External audit. -Internal audit. -Prepare audit reports.

## EDUCATION:

- **University certificate:** Lebanese International University since 2014  
**Major:** Business Accounting Information systems. (BAIS)
- **High school certificate:** Le Lycee national –Life Science (2009-2010).

## SKILLS:

- Soft Skills: Communications, organization/ as well as the ability to read & make use of drawings
- Computer Programs: MS Word, Excel, Outlook, and Internet.
- Several popular accounting packages.
- Languages: Arabic (native) - English (Fluent).

## REFERENCES:

- Available upon request