

# **Rasha Al Adass**

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## **Personal Summary:**

I am an Accounting major graduate looking to work as a graduate accountant in a global and highly reputable corporate. My previous accounting experience would be a valuable asset and has assisted me in developing excellent attention to detail and organization skills.

## **Professional Experience:**

- **Accountant** , 09/2018 to 05/2019  
**Nabhan Group – Sed Al Bauchrieh, Beirut**  
Responsibilities:
  - Journal entries
  - Reconciliation suppliers and clients
  - Accounts payable - receivables
  - Payrolls
  - Bank reconciliation
  - Documentation
- **Accountant**, 03/2018 to 08/2018 (Part Time Job)  
**Catemark sarl – Sen El Fil, Beirut**  
Responsibilities:
  - Accounts payable - receivables
  - Payrolls
  - Bank reconciliation
  - Documentation
  - Time management
- **Secretary**, 03/2017 to 12/2017  
**Saint Georges Hospital University Medical Center – Beirut**  
Responsibilities:
  - Welcome patients and take their name and appointment times.
  - Provide new patients with forms and other documents that they must fill out.
  - Accept payment for co-pays and other fees required prior to services being rendered.
  - Verify insurance information over the phone when the patient makes the appointment, then again upon patient arrival.
  - Coordinate diagnostic tests, treatments and other necessary care with appropriate facilities, and professionals.
  - Answer the phones and direct patient, insurance and vendor calls as appropriate.

## **Education:**

Technicien Supérieur – TS: Accounting – Audit: 2018  
Institut De Tourisme – Dekwaneh – Beirut.

Bachelor of Arts: Interior Design: 2016  
Al Kafaat University – Ein Saade – Beirut.

Lebanese Baccalaureate in Sociology – Economy: 2013  
Carmelite School – Fanar – Beirut.

## **Skills :**

- Good working knowledge of Microsoft office tools (MS Word , MS Excel ,MS Power Point) , Comet Pro system and Compuleader system.
- AutoCAD, Photoshop, Illustrator
- Excellent attention to details
- Working drawings and procedures
- Self-motivated work ethic
- Oral and written communication.

## **Languages:**

Arabic, French, English (oral and written)

## **Activities and Interests:**

Music, Dance, Sport, Drawing.

## **References:**

Available Upon Request.