

# ANTOINETTE GEAGEA

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Haret Sakher Jounieh

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## EDUCATION

**2009**  
**BBA: Finance**  
**University of Holy Spirit**  
Kaslik, Jounieh, Lebanon  
Bachelor Degree in Finance

**2005**  
**High School Diploma**  
Socio Economics studies

**Lebanese and French Baccalareat**

## HIGHLIGHTS

- Analyze information
- Thoroughness
- Research skills
- Detail oriented
- Flexible team player
- Strong organizational skills
- Effective time management
- Fast Learner

## TECHNICAL SKILLS

- Microsoft Office  
(word, excel, Power Point and Outlook)
- Dolphin accounting system
- Equal accounting system
- Google Apps
- Silicon accounting system
- Capital accounting system
- Oracle accounting system

## LANGUAGES

Fluent in Arabic, French and English  
(written and spoken).

## SUMMARY

**Results-oriented Accountant skilled in regulatory reporting, accounting operations and tax Accounting.**

## EXPERIENCE

**08/2017 – present** **Senior accountant**  
**Silkor Holding - Ashrafieh, Beirut**

- Maintain general ledger by transferring subsidiary accounts; prepare a trial balance; reconciling entries.
- Oversee a team of junior accountants in their daily tasks, coordinating activities and answering questions.
- Maintain accounting controls by preparing and recommending policies and procedures.
- Maintain and balance subsidiary accounts by verifying, allocating, posting, reconciling transactions; resolving discrepancies.
- Monitor bank activity, statements and loans.
- Prepare and coordinate completion of end of year closing as well as annual audits.
- Summarize current financial status by collecting information; preparing balance sheet, profit and loss statement and other reports.
- Prepare asset, liability and capital account entries by compiling and analyzing account information.
- Avoids legal challenges by complying with legal requirements.
- Handle and prepare special tasks requested by the accounting manager and the CFO.

**08/2013 to 07/2017** **Accountant**  
**Badri And Salim El Meouchi Law Firm - Ashrafieh, Beirut**

- Input of all Daily accounting entries for Lebanon and Qatar branches using the Equal accounting system.
- Maintaining all payables accounts: statements reconciliation, preparation of due payments as well as direct contact with the suppliers to resolve all issues.
- Monitor and analyze firm's accounts and ensure that all payables are updated.
- Act as the point of contact between the firm and the banks with respect to all operations related to the firm's bank accounts (Qatar and Lebanon).
- Reconcile all bank accounts on a monthly basis and provide the accounting manager and the COO with monthly reports.
- Handle the Firm's petty cash account (payments, accounting entries as well as reconciliation).
- Reconcile the general ledger accounts and investigate all discrepancies.
- Handle and prepare special tasks requested by the accounting manager and the COO.

**09/2010 to 07/2013** **Accountant**  
**Le Maillon - Zalka, Beirut**

- Input of all daily accounting entries for all Le Maillon Branches in Lebanon using the Dolphin and Ace accounting systems.
- Direct contact with customers in terms of resolving all issues concerning payments and collection.
- Bank Accounts reconciliation, as well as direct contact with the bank for all issues and maintenance of the said accounts.
- Regularization of all accounts payables, reconciliation of statements as well preparation of all payments due to the suppliers.

**02/2010 to 08/2010** **Accounting Trainee**  
**Hatem Hatem Auditing office - Jal El Dib, Beirut**

- Recording daily journal entries for diverse companies within different business sectors and calculation of fixed assets depreciation using the Silicon accounting system.
- Calculating of Income Statement and Establishing Balance Sheet.
- Bank Reconciliation and revision on payable and receivable accounts.
- Knowledge in various paper works needed for different operations during entire financial period according to legislative recommendations.