

Career Overview

Business Administration emphasis in Accounting, looking to secure an Accounting position and further develop my analytical skills and knowledge in a practical environment. My career goal is to obtain an accounting position where I will be able to contribute my skill and knowledge to a company that will give me an opportunity to develop my career. I am aiming to earn CertIFR (Certificate in IFRS) which will facilitate achieving progress in my career.

WORK EXPERIENCE

Oct. 2015 - Present, Professional Forwarding Services Office (PFS), Karakul Druze, Beirut-Lebanon

Position: Custom clearance.

- Using (Najim) System for custom declaration
- Using (CAMA) System
- Using (IRI) System
- Preparing of TVA declarations for imported goods (تصاريح بالقيمة)
- Preparing applications required by ministries for imported and exported goods
- Communication with clients
- Organizing clients' files

Sep. 2014 – Sep. 2015, Welfare Association, Beirut-Lebanon

Position: Accountant.

- Maintaining filing of records.
- Assess in projects auditing.
- Assess in general office tasks.
- Working with project coordinators
- Making bank reconciliation
- Using ERP accounting system

EDUCATION

2011 – 2014

B.A General Business Administration/ Emphasis Accounting,

Beirut Arab University

Beirut-Lebanon

TRAINING

13/9/2014 – 1/11/2014 ROUTES BUSINESS TRAINING CENTER

- Facts at job portfolio
- Mastering the interview
- Public speaking building
- Report writing and Communication Skills

WORK SHOPS

- Custom clearance cycle 24, August, 2016

COMPUTER SKILLS

- Port system(Najem-CAMA port de Liban-IRI)
- MS Office

CORE COMPETENCIES

- Dedication to the job-hard worker.
- Responsibility and accountability.
- Accurate.
- Able to work in a team.

LANGUAGES

- Arabic Fluent
- English Good

PERSONAL INFORMATION:

- Date & place of Birth : January 1 ,1992 Beirut-Lebanon
- Nationality: Palestinian
- Marital Status: Single.