

COVER LETTER AND CURRICULUM VITAE OF LAURE DAABOUL

Dear Hiring Manager,

I came across your job posting and thought I am a great fit for the position. During the past seven years I have been at Naggiar Trading s.a.l., where I started as an Accounting Officer and got promoted for my competency to Senior Accountant.

My responsibilities at Naggiar have grown over the past seven years to various accounting functions as assigned including, but not limited to end of month closing, reconciliation of accounts, generating and editing reports, accruals, cash, cash applied to Account Receivable and bad debt, preparing journal entries and reconciliation of monthly general ledger close, report management, controlling receivables and managing payables.

I hold a bachelor degree from NDU in Banking and Finance and have been continuously working in the Accounting domain since 2007.

I would like the opportunity to meet with you to discuss my capabilities and qualifications.

Looking forward to hearing from you soon.

Yours sincerely,

Laure Daaboul

Attached is my Résumé for your review.

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Nationality: Lebanese

Date of birth: January 23rd, 1987

Marital status: single

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1. Objective:

Seeking to leverage my expertise and experience into a managerial role with a company where I can grow professionally and personally and where I can fully use my skills for its success.

2. Experience:

Senior Accountant at Naggiar Trading s.a.l., from May 2017 till present

- ❖ Managing and overseeing daily operations of Accounting Department (Accounts payable/Receivable, cash receipts, general ledger and revenue and expenditure variance analysis)
- ❖ Monitoring and analyzing accounting data and produce financial statements
- ❖ Establishing and enforcing proper accounting methods
- ❖ Coordinate and complete annual audits
- ❖ Assign projects and direct staff to ensure compliance and accuracy
- ❖ Meet financial accounting objectives
- ❖ Establish and maintain fiscal files
- ❖ Ensuring that all accounting processes align with GAAP and current financial legislation
- ❖ Assist the team in the daily banking requirements
- ❖ Provide training to new staff
- ❖ Monitoring Tax compliance
- ❖ Preparing monthly ageing and payment demand letters
- ❖ Implement processes and policies that contribute to accurate invoicing
- ❖ Prepare monthly ad-hoc forecasting reports

Accounting Officer at Naggiar Trading s.a.l., from May 2012 till April 2017

- ❖ Post and process journal entries
- ❖ Update Account Receivable
- ❖ Monitor Accounts Payable and perform reconciliations
- ❖ Assist with reviewing of expenses, payroll records as assigned
- ❖ Prepare weekly/monthly/ yearly reports

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- ❖ Analyzing financial data
- ❖ Tax Compliance
- ❖ Bank statement reconciliation
- ❖ OLAP (Online Analytical Processing)
- ❖ Dealing with Solifac
- ❖ Prepare reports on daily sales, cash position, fixed assets and depreciation.
- ❖ Handling Petty Cash
- ❖ Ensure timely yearend audit.
- ❖ Human Resources tasks

Accounting Clerk at Libel s.a.r.l. August 2007 till April 2012

- ❖ Human Resources tasks
- ❖ Handling payables and receivables
- ❖ Daily transactions (Expenses, custom and clearing charges, etc)
- ❖ Bank statement reconciliation
- ❖ Conciliating suppliers' and clients' accounts
- ❖ Taxation and NSSF

Accountant, Ecologic s.a.r.l. (sister company of Libel) from October 2007 till May 2008

- ❖ Human Resources tasks
- ❖ Preparing quotations
- ❖ Issuing sales invoices on Microsoft Excel
- ❖ Handling freight documents
- ❖ Controlling receivables

Internship at Byblos Bank Jal El Dib branch during July 2007

Accounting Internship at Libel s.a.r.l. during June 2007

3. Skills:

- ❖ Advanced computer skills on MS Office and Accounting Software (Brains, Maestro, Socrate and Dolphin)
- ❖ Proven knowledge of bookkeeping and Accounting principles
- ❖ High attention to detail and accuracy
- ❖ Ability to direct and supervise
- ❖ Ability to multi task
- ❖ Good communication skills
- ❖ Advanced in Arabic, English, French (fluent in Turkish and Spanish)

4. References:

Provided upon request