

Marise Khattar

70-531335

Naccache, Lebanon

Marise.kh@live.com

Professional Profile

- Knowledge of accounting principles.
- Preparing Reconciliations for various general ledger accounts.
- Preparing Monthly, quarterly and yearly financial reports.
- Assisting in assets and inventory counts.
- Preparation of trial balances for declaration purpose (Vat and income tax).
- Knowledge of NSSF laws and calculations.
- Implementation of Procedure.
- Working in companies from different sectors: restaurants, gym, Telecommunication, engineering, Travel agencies...

Accomplishments & Skills

- Working very well under pressure especially during rush hours.
- Got in touch with clients and made a lot of new relations with new people.
- Improvement of teamwork spirit and communication skills.
- Participated in two workshop held by Empacta in Dubai and Lebanon about audit in risky situation and remote control audit.
- Participated in Workshops held by MFI in Lebanon About consolidation, Ratio analysis & Fraud Detection.
- High intermediate in Georgetown proficiency test.
- Microsoft office: Excel word and power point.
- Accounting software: Quickbooks, silicon, PIMS and orange.

Experience

November 2018 – Present

Senior accountant at Audaccon RLP-SARL

Feb 2015 –September 2018

Accounting & Control, Moustasharoun Bureau

Nov 2014 – Jan 2015

Collection Department, Hopital Libanais universitaire Geitawi

Summer of 2013:

7 Weeks training at Fransabank

Education

2017-2018

International Diploma in Wedding & Event planning
Wedding Planning Association of Australia

2014-2015

Masters Degree in Accounting , Audit & Control
Universite Saint Joseph

2010-2014

Bachelor Degree of business and management
Universite Saint Joseph

References

Ms Ghada Ziade

Hopital Libanais universitaire Geitawi
Director of HR Department

Mr. Riad Al Zouki

Moustasharoun Bureau
Director of Moustasharoun bureau

Ms. Paula Bahnam

Director of wedding inc. Australia