

Joelle Thoumy

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Date of Birth: March 21, 1991
Place of birth: Jal El Dib, Lebanon.
Citizenship: Lebanese
Marital Status: Single

OBJECTIVE:

Seeking a challenging position in the accounting and auditing industry, where I can apply my over 6 years' expertise in the business and be a valuable part of an organization

EXPERIENCE:

July 2018 – Present

Senior Accountant

Ambiance Entertainment group sal

- Day to Day data entry on the System
- Daily Bank reconciliation and accounts journal
- Daily Management of debtors and creditors
- Weekly update on company sales, GP, and net profit performance
- Management of Daily online banking
- Month-end accounts including, month-end Company numbers in terms of revenue, GP and net profit
- Provide financial reports and interpret financial information to managerial staff while recommending further courses of action.
- Maintain the financial health of the organization.
- Analyze costs, pricing, variable contributions, sales results and the company's actual performance compared to the business plans.
- Conduct reviews and evaluations for cost-reduction opportunities.
- Manage the preparation of the company's budget.
- Liaise with auditors to ensure appropriate monitoring of company finances is maintained.

Nov 2011 – July 2018

Assistant Auditor

AbouZeid Auditing

- Financial reporting for all organizational daily, weekly, monthly and yearly reports
- Coordination of activities with all staff
- Inspection and correlation of the overall audit report with the balance sheets provided and report it to senior auditors for approval and effectiveness of the fraud management system

- Accounts and bank reconciliation
- Preparing of timely audit reports for executive management

Jan 2017 – July 2017

Internal Auditor Sabmatic, Dekwaneh

- Auditing of stock and assets
- Accounts controller
- Petit Cash day to day control
- Bank reconciliation of all daily transactions
- Day to day staff auditing for effective productivity
- Preparing of timely audit reports for the executive management
- Conduct audit assignments as allocated

May 2014 - Nov 2016

**Senior Accountant Trade group plus
and Quality Price sarl**

- Preparing of assets, liabilities, and capital account entries by compiling and analyzing account information.
- Documents financial transactions
 - Analyzing accounting options and presenting financial recommendations
 - Extracting and analyzing financial summaries by working on the organizational profit and loss statements/Balance Sheets
 - Substantiates financial transactions by auditing documents.

Dec 2010- Oct 2011

Digital Archive Coordinator

- Digital media organization and archiving
- Video editing of event digital media
- Conservation of all digital media and assurance of good physical archiving

EDUCATION:

Fall 2009-Spring 2012 **Business Student Faculty of Economics and Business, Lebanese University, Section 2, Lebanon.**

Accounting and auditing

COMPUTER SKILLS:

Microsoft Applications: Word, Excel, Power Point, Excellent Internet Research skills.

PERSONAL DATA:

I am a hard-working person with fast learning skills. My Social interaction skills allows me an ease communication with clients and partners. I am a good team member with a good leadership skill that helps me binding and interacting with my work colleagues

REFERENCES:

Available upon request.

LAUGUAGES:

	Speaking	Writing	Reading
English	Good	Good	Good
Arabic	Native	Good	Native
French	Good	Good	Good

