

ANNA KEOMBEJIAN

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OBJECTIVE

- The potential to be familiar with other departments' tasks.

PERSONAL

- Experience in chief accounting.
- Interacting & following up the orders of customers.
- Issuing the invoices and receipts.
- Preparing & clearing of governmental taxes (VAT, Taxes on salaries, declaration of Social Security... etc.).
- Payroll.
- Reconciliation of Account.
- Control & follow up of accounting entries.

PROFILE

- Effective communicator.
- Interact well with colleagues, auditors and management.

EDUCATION

2006 Certificate – AUC (Beirut)
 (AMERICAN UNIVERSAL COLLEGE)

I) General Accounting

2005 II) High School diploma Levon & Sophia Hagopian College (Beirut)

WORK EXPERIENCE

Since 2007

SESITEX S.A.R.L FASHION FABRIC (TEXTILE EMPOR COMPANY) Beirut-Lebanon

- Chief accountant since 2007

Accounting

- Daily accounting responsibilities and procedures
- Credit Notes
- Receipts
- Bank reconciliations
- Social security
- Taxes on salaries
- Payroll
- VAT

SPECIAL SKILLS

- Computer skills
- Working knowledge of MS Windows
- Word
- Excel
- Internet skills
- Power point

LANGUAGE SKILLS

- English.
- Arabic
- Armenian (Mother language)

PERSONAL DATA

Date of birth: 17 March 1985

Nationality: Lebanese

Nationality: Armenian

Marital Status: Single

HOBBIES

- Music
- Sport

N.B.: Certificates available upon request.