

Sara Mubarak

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Overview

I'm a recent accounting graduate, seeking to demonstrate my skills and academic knowledge in a suitable work experience. I am a dedicated, competent, and detail-oriented with the capacity to go above and beyond what is expected to achieve my future job.

Experience

Accounting Intern

Bank Du Liban

June 2016

Here is an overview of my experience and key achievements working for this company.

- Assist in the preparation of journal entries and financial reports, analyze financial data, learn more about bookkeeping software, and assist with other accounting activities.

General Accountant

Hammoud Hospital

November 2016- December 2017

Here is an overview of my experience and key achievements working for this company.

- Ensure accurate and appropriate accounting transactions and records.
- Maintain account payables and receivables.
- Payroll distribution and cash flow preparation.
- Perform related duties and responsibilities as required.
- Documents financial transactions by entering account information.
- Secures financial information by completing data base backups.
- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.

Cards Operation Trainee

Blom Bank

March 2018- October 2018

Here is an overview of my experience and key achievements working for this company.

These achievements ought to be mentioned.

- **Reconciliation of master and visa cards**
- **Handle guest complaints**

- **Performing daily financial transactions.**
- **Supporting the month end process.**
- **Generating month end reports.**

Scout – Assistant Leader

National Evangelical School (NESN)

Nabatieh-lebanon

Within my school years, scout was a part of my educational journey, it have develop my social skills and communication skill to a far advance level.

At NESN scout I have worked on:

- Planning and executing recreational activity to children from age of 6- 13
- Assisting group leader in all paper work and data entry required such as registration and signing up files.
- Attended training activities on communication skills ,
- Assisted on Scheduling and monthly plan for upcoming activities and material.
- Monitor children's activities and well being

AVSI Foundation

Supervisor Assistance.

Lebanon – October 2018 – May 2019

Main responsibilities:

- Working with Early childhood education ECE
- Assisted in activities planning and execution
- On special cases we were assigned special child cases to observe and monitor and report to supervisor on the progress and development.
- Assisted on planning and scheduling for upcoming activities.

Qualifications

◆ Bachelor's in accounting

Beirut Arab University May 2016

◆ Diploma in Socioeconomics

Al-Sabbah High School 2012

Skills

- ⊕ Good people skills
- ⊕ Ability to work under pressure
- ⊕ Expert negotiator

- ⌘ Experience reconciling accounting figures and financial records
- ⌘ Ability to identify errors
- ⌘ Appropriate handling of sensitive information
- ⌘ Ability to work to deadlines
- ⌘ High level of attention to detail
- ⌘ Excellent written and verbal communication skills
- ⌘ Strong client relationship management and customer service skills
- ⌘ Team player with the ability to work with multiple parties
- ⌘ Intermediate to advanced computer software skills, including Excel and Accounting packages.

Computer Skills

- ⌘ Good command of Microsoft Office tools
- ⌘ HIS (Hospital Info System)
- ⌘ International Computer Driving License Certificate

Languages

Arabic: Mother Tongue

English: Excellent