

## Salma Assaf

Lebanon, Beirut

Mobile: +961-71-277912

E-mail: [salma1149@live.com](mailto:salma1149@live.com)



## QUALIFICATIONS

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**Computer skills:** Microsoft Office tools (Word, Excel, PowerPoint,)

**Programs & Tools:** EDM program, Oracle program & Stock.

## WORK EXPERIENCE

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### Al Sultan food stuff, Beirut, Lebanon

From April 2018 – Current: Junior Accountant

- Duties:

- Prepare accounting entries
- Prepare TVA, R10, R5-6-7, NSSF
- Reconciliation suppliers ledgers & contact them to collect the payment
- Follow up salesman on collection
- Monitoring vendor statement & prepare payments
- Issue bank transfer letters
- Bank reconciliation
- Maintain & update company database
- Assist with the month closing
- Reconciliation of key account customers

- Tools: Oracle – excel – word

### El Ghoul trading co., Beirut, Lebanon

From November 2014 – March 2018: Accountant

- Duties:

- Daily JVs
- Monthly reconciliation bank & supplier's statement.
- Prepare periodic statement of accounts for clients who are late on payments.
- Prepare credit notes & payment receipts
- Prepare TVA, R10, R5-6-7, NSSF

- Tools: EDM program, MS office

### Diab trading, Beirut, Lebanon

From September 2013– April 2014: Co-Accountant

- Duties:

- Daily JVs
- Monthly reconciliation of customers accounts
- Assistant for the senior accountant

- Filling for all the JVs & receipts
- Tools : Unicom program, MS office

## EDUCATION

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|           |                                                        |
|-----------|--------------------------------------------------------|
| 2012-2013 | Institute Bir Hassan (ITI): LT - Programming           |
| 2009-2012 | Institute Bir Hassan (IPNET): TS3 - Systems & Networks |

## LANGUAGES

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|         |                        |
|---------|------------------------|
| Arabic  | Mother Tongue          |
| English | Written, Read & Spoken |

## INTERESTS & ACTIVITIES

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Reading, swimming, sports, watching cinema and gathering with friends.