


Rackelle Maatouk


Accountant

Profile

 rackellemaatouk@gmail.com

 Lebanon, Beirut

 961-70322750

 18-04-1992

Education

M1 Audit Lebanese University, Beirut Faculty of Business and Economics	[2014-2015]
Accounting and Auditing Lebanese University, Beirut Faculty of Business and Economics	[2010-2014]
High School Diploma Lycee Lor Moughaizel, Beirut	[2007-2010]

Skills

Wide knowledge of common Microsoft office software (Word, Excel....)

IMS (Insurance Management System)

Ability to work under pressure.

Organization skills.

Experience

Capital Insurance and Reinsurance [2014-Till date]
Horch Tabet

My Responsibilities:

- Manage and oversee the daily operations of the accounting department.
- Process month and end year process, accounts payable/ receivable, general ledger, payroll.
- Sends monthly statements and reconciles accounts receivables.
- Reconciling bank statement.
- Issuing checks with draft vouchers & all the supporting documents.
- Handling cash and ordinary journal vouchers.
- Correct and adjust journal entries.
- Prepare ageing reports.
- Collect customer payments.
- Assists in monthly, quarterly and annual closings.

Astra Industries [2013-2014]
Dora

My Responsibilities:

- Developing relationships with existing customers in person and via telephone calls and emails.
- Checking the quantities on display and in stock.
- Making accurate, rapid cost calculations and providing customers with quotations.
- Presenting the product or service in a structured professional way.
- Gathering market and customer information.
- Creating detailed proposal documents.