

Victor Jabbour



Contact

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Languages

Arabic
English
French

Hobbies

- Hunting
- Football
- Gardening
- Fishing
- Traveling

Summary

Experienced Accountant with a demonstrated history of working in the building materials industry. Skilled in Microsoft Excel, Finance, Customer Service, Administration, and Management. Strong Financial professional with a Bachelor's Degree focused in Finance from American University of Science and Technology.

Skill Highlights

- MS Office
- Financial Analysis
- Microsoft Teams
- Customer Service
- Business Intelligence
- Anti Money Laundering

Experience

Accountant - 01/2021-Present

MAS Q (Moonlightarchitecturalsolutions,Qatar), Lebanon

- Post and process journal entries to ensure all business transactions are recorded
- Update accounts receivable and issue invoices
- Update accounts payable and perform reconciliations
- Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines
- Assist with reviewing of expenses, payroll records etc. as assigned
- Update financial data in databases to ensure that information will be accurate and immediately available when needed
- Prepare and submit weekly/monthly reports
- Assist senior accountants in the preparation of monthly/yearly closings

Treasurer -02/2019-12/2020

Tamer Frères, Lebanon

- Handle the office petty cash by making sure cash is given against approved payments & keeping cash on approved level.
- Organize & file all accounting documents & related attachments
- Enter receipts into the software & updates statement of accounts
- Handle incoming invoices
- Maintain accounting records Assisted with safe transfusions by conducting tests and completing blood counts.

Accountant -08/2018-11/2018

American University of Science & Technology, Lebanon

- Maintains financial records by analyzing balance sheets
- Handled data entry and cash summaries of student's registrations fees
- Provided financial status information by preparing reports Maintained strict aseptic fields when collecting biological samples, minimizing staff and patient infection risks.

Customer Support Specialist & Compliance Officer-05/2015-05/2018

CashUnited - Moneygram, Lebanon

- Processed digital recharges including Touch, Alfa, IDM, Cyberia, Sodeltel, Terranet, Google vouchers, PlayStation vouchers...
- Supervising more than 500 agents in cooperation with Libanpost.
- Reviewed and perfected all simple and complex money transactions in and outside of Lebanon.
- Maintained customer confidentiality and security.
- Was a great addition to a team that ensured simple and effective customer service Maintains financial records by analyzing balance sheets

Education

Bachelor of Science in Business Administration: **Finance**- 2015

American University of Science & Technology, Lebanon

Lebanese Baccalaureate -**2010**

Collège Maten el Chemaly, Lebanon

Special Trainings Completed

- Emotional intelligence
- Effective telephone skills
- Anti-money laundering procedures and forgery procedures
- Consolidated financial statements workshop (move forward international)
- Financial statement Analysis workshop (move forward international)
- Selected IFRS standards workshop (move forward international)
- Compliance and fraud awareness