

# Razan Ayoub

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## Objective

- Prove myself as a potential colleague equipped with the necessary skills and expertise.
- Add value to the business sector I am involved in.
- Ability to work under pressure and contribute to the success of my workplace or corporation.
- Being a highly organized and flexible person, I can adapt quickly to any new changes in any working environment.
- Being a highly motivated person, I always look forward to learn more and grasp new technical and cognitive skills.

## Education

### **MASTER DEGREE| 2017-2019| LEBANESE UNIVERSITY**

- Master in Banking and Finance

### **BACHELOR DEGREE| 2014-2017| LEBANESE UNIVERSITY**

- BA in Banking and Finance

## Experience

### **PICKLES SAL | AUG 2017 – CURRENT**

Pickles SAL is the head office to several restaurants located in Downtown, Beirut.

#### • Accountant

##### Job Description & Responsibilities:

- Record sales, receipts, payments and petty cash transactions.
- Record purchases maintenance and other expenses.
- Perform period end reconciliation for clients' and suppliers' accounts.
- Issued cash and check payments to suppliers.
- Prepare monthly and end of period bank reconciliation.
- Recorded bank deposits withdrawals and transfers.
- Closely monitoring credit accounts and following up on payments.
- Brief knowledge about VAT and payroll through assessing senior manager.

## Skills & Abilities

- Microsoft Office: Word, Excel
- Internet Browsing: Microsoft outlook
- Accounting Software, Familiar with following programs:  
BIMPOSS, ACE and SILICON(EQUAL)

## Language

- Arabic: Mother Tongue
- English: Reading, Writing and Speaking