

# Gaelle Moukarzel

## Accountant

---

### Gaelle Moukarzel

Beirut, Lebanon  
Geitawi, Ashrafieh

Nationality: Lebanese  
Date of birth: 12 December 1986  
Mobile number: 03/ 162398  
Gaelle.moukarzel.11@gmail.com

---

---

### Skills

---

An energetic, innovative accountant with 7 years of experience. Perform accounting procedures, prepare and maintain accurate records. Proven ability to work with variety of data and manage tasks simultaneously. Track records of resolving challenging accounting assignments. Strong aptitude to work under pressure and meet tight deadlines.

Practiced in customer relations, sales and inventory control. Demonstrate skills in improving store operations and increasing top line sales.

---

---

### Experience

---

#### MSC s.a.l / Accountant treasury

July 2015 - PRESENT, Mazraat Yachouh

- Initiate on daily basis general ledger entries.
- Manage accounts payable order to payment and prepare checks.
- Track all money received and prepare deposits.
- Manage and reconcile daily cash transactions.
- Reconcile payables accounts (checking for errors, going back to original source documents for verification).
- Reconcile bank statements.
- Assist with monthly and year end tasks.
- Assist with preparation of VAT tax.
- Prepare and analyse cash flow by ensuring the availability of funds.
- Administrative duties relating to filing, scanning & mailing.
- Maintain a data archiving system.

#### MSC s.a.l / Accountant payables

September 2013 - June 2015, Mazraat Yachouh

- Enter and upload invoices into system.
- Set invoices up to payments.
- Research and resolve invoices discrepancies and issues.
- Reconcile payables reports each month to confirm that all amounts paid were accurate.
- Maintain vendors file.
- Provide supporting documentation for audits.

### **AutoXpert s.a.l / Accountant & Stock administrator**

July 2010 - August 2013, Jdeideh, Asseily street, Chaya, Azar & Abi Habib building

- Process daily transactions.
- Handle petty cash.
- Initiate purchase orders into system.
- Responsible for receiving all shipment of products and store them in organized manner.
- Research and resolve orders vs. deliveries discrepancies.
- Communicate and follow up with manufacturer regarding spare parts orders, shipments and deliveries.
- Ensure the integrity of import documentation such as bills of lading, certificate of origins and packing lists.
- Perform physical stock count and maintain correct inventory level.
- Work directly with service center manager.
- Prepare stock analysis report.
- Prepare after sales activity reports.
- Maintain a coherent filing system.
- Keep a clean warehouse environment.

### **La Senza lingerie / Store manager**

May 2007 - June 2010, ABC Ashrafieh

- Deliver excellent customer service and build relationships with customers.
- Receive and store product deliveries.
- Ensure store is fully stocked and the replenishment procedures are being carried out on daily basis.
- Plan and prepare work schedules and assign employees to specific duties.
- Ensure that all products and displays are maintained to the highest standards of customer satisfaction.
- Train and evaluate employees.
- Oversee and monitor handling of cash.
- Ensure that sales goals are met.
- Assist with physical inventory count.
- Maintain the store clean and organized.

---

## **Education**

---

### **American University of Science and Technology / Bachelor degree in banking & finance**

October 2005 - June 2009, Ashrafieh

### **Collège du Sacré Cœur / High school degree (Sociology & Economy)**

October 1994 - June 2005, Gemmayzé

---

## **Achievements**

---

Assist the financial manager with handling the ministry of finance study by reorganizing the company archive in short time and providing required documents.