

PERSONAL INFORMATION

- Nationality: Lebanese
- Date of Birth: November 12, 1992
- Marital Status: Single

EDUCATION

Lebanese American University	September 2010 - June 2013
<i>Bachelors of Business Administration with concentration in Finance. Cumulative average: 3.44/4</i>	
Rawdah High School	September 1995 - June 2010
<i>Bac2 in Economics and Sociology. Cumulative average: 87/100</i>	

CERTIFICATIONS

CFA Institute	
<i>Candidate for CFA Level 2</i>	June 06, 2020
<i>Passed CFA Level 1</i>	January 23, 2019
Institute of Management Accountants (IMA)	
<i>Passed Certified Management Accountant Level 2(CMA 2)</i>	March 30, 2016

WORK EXPERIENCE

<u>Ahmad El-Sawi Zantout Ests. SAL (Bridgestone)</u>	February 2017 till Present
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Senior Accountant:

- Data entry: payables, receivables, accruals, prepayments, assets and depreciation, stock and invoicing.
- Preparing various reports such as: NSSF, tax on salaries, income statements, balance sheets, forecasts and budgets.
- Reconciliation: banks, suppliers, clients and subsidiaries.

<u>Jalloul General Trading Establishment</u>	January 2016 -> January 2017
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Accountant

- Data entry, issuing invoices, following up with payables and receivables and preparing the VAT schedules.

<u>Monla Group Holding SAL</u>	March 2014 -> November 2015
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Accountant

- Processing a wide variety of financial information and data for the purpose of preparing financial reports such as balance sheets, profit and loss statements, and cash flow statements with the established accounting principles.
- Reconciling financial data for the purpose of maintain accurate account balances and completing the general ledger on a monthly basis.

ACCOMPLISHMENTS

Awarded scholarship at the Lebanese American University for the years 2011-2012 performance.

LANGUAGES

Fluent in English and Arabic (Native).

COMPUTER SKILLS

Proficient in Microsoft Office (Word, Excel, and Power Point). Accounting software: Visual Dolphin.