

Ghenwa Bou Shakra

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Date of Birth: June 23rd, 1989

OBJECTIVE

I am seeking for a job with an opportunity of long term prospects.

I believe that my background knowledge as well as my ability to communicate effectively, face challenges and handle responsibility makes me an excellent candidate to add value to your company and benefit from your great experience that is supported with the reputable image of your company.

EDUCATION AND QUALIFICATIONS

Sagesse university- Beirut, Lebanon

Master in Business Administration emphasis on Banking and Finance
2013-2016

Lebanese International University - Beirut, Lebanon

Bachelor in Business Administration emphasis on Management Information Systems
2007- 2011

Maroun Abboud Secondary School – Aley, Lebanon

Lebanese Baccalaureate emphasis on Socio-Economics
2006-2007

EMPLOYMENT HISTORY

2015-till now

Al Bina SAL

- Prepare and record asset, liability and expenses entries by compiling and analyzing account information.
- Balances subsidiary accounts by authenticating, allocating, posting, reconciling transactions, and addressing discrepancies
- Produce error-free accounting reports.
- Prepare payroll and verify data.
- Prepare tax declarations (VAT, Salary Income Tax).
- Support month-end and year-end close process
- Avoid legal challenges by complying with legal requirements
- Protects organization's value by keeping information confidential.
- Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks.

System: SAPPROCESS

2014-2015**Rayes and Associates-** Consulting, Auditing and Accounting Services

- Maintain and balance subsidiary accounts by verifying, allocating, posting, reconciling transactions; resolving discrepancies.
- Maintain general ledger by transferring subsidiary accounts; preparing a trial balance; reconciling and Review staff's entries.
- Summarize financial status by collecting information; producing error-free accounting reports, preparing balance sheet, profit and loss, and other statements.
- Prepare payroll; printing checks and verifying data.
- Prepare tax declarations (VAT, Salary Income Tax...).
- Support month-end and year-end close process
- Handling different clients, discussing their financial status
- Avoid legal challenges by complying with legal requirements
- Protects organization's value by keeping information confidential.

System: Dolphin

2012-2013**Al Sultan Food Stuff CO. – Beirut, Lebanon**

- Credit Local Purchases, Credit Foreign Purchases/Costing, Testing Purchases
- Journal vouchers, Payments, and Transfers
- Supplier reconciliations, Client reconciliations
- Bank reconciliation/ Interest control
- Aging Report, Audit Sales Invoices
- Stock and sales report, Stock adjustment transactions

System: Oracle

2011-2012**Food Style S.A.R.L– Beirut, Lebanon**

- Data Entry
- Cash Sales, Credit & Cash Purchases
- Journal vouchers, Payments & Receipts
- Bank reconciliation
- Payroll, Tax on Salary & VAT Declarations

System: Profile Integrated Management System (PIMS)

OTHER SKILLS AND ADDITIONAL INFORMATION

-During my job in different sectors I worked as part of a small team. This involved time management, negotiation, commitment, and communication that provide me with the ability to work under pressure and to complete tasks efficiently on time.

-Degree course allowed me to enhance my analytic and problem solving skills that will help me to learn how to solve problems as they arise in a calm and efficient manner.

COMPUTER KNOWLEDGE

Microsoft Office XP, Internet

Visual Basics for Business

Structured Query Language (SQL) basis

SPSS

LANGUAGES

English: very good in speaking and writing

Arabic: Fluent

HOBBIES AND INTERESTS

Reading

Swimming

References available upon request