

# RASHA HAWI

Accounting & Finance Officer

## OBJECTIVE STATEMENT

Motivated and detail-oriented junior accountant with two years general accounting and finance experience with the following skills and experience:

- Accounts Receivables and Accounts Payable
- General Ledger
- Budget Development and Financial Forecasting
- Gather and Interpret Financial Data
- Organizational Skills and Meeting Deadlines
- Quick Learner

## CONTACT

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## HOBBIES

BASKETBALL  
SALSA DANCING  
OUTDOOR ACTIVITIES  
TRAVELING

## EDUCATION

### NOTRE DAME UNIVERSITY – NECHE INTERNATIONAL ACCREDITATION 2019

Bachelor's Degree in Banking and Finance  
2014 - 2016  
Attended Electrical Engineering Courses

### ZAHRAT AL IHSAN – ASHRAFIEH, BEIRUT

JULY 2014  
LEBANESE BACCALAUREATE – LIFE SCIENCES

## WORK EXPERIENCE

### HIMO JEWELLERY SARL – JUNIOR ACCOUNTANT

FEB 2018 –PRESENT

- Assist with the preparation, analysis and verification of accounting records, financial statements and reports to ensure accuracy and adherence to reporting and procedural standards
- Reconcile Bank Accounts Statements
- Support the Month End Close Process
- Audit, Process and Pay Vendor Invoices in an Accurate and Timely Manner
- Reconcile Invoices to Purchase Orders and Bill Customers
- Collect, Categorize, Calculate, Verify and Enter Data to Maintain Accurate Records
- Control and reconcile stock movements
- Coordinate Audits in Accordance with Internal and External Procedures
- Ensure All Expenses Are Entered Timely
- Coordinate with the bank whenever is needed

### HIMO JEWELLERY SARL - INTERNSHIP

DEC 2017– JAN 2018

- Filing and Data Entry
- Assist in Maintaining the General Ledger Operations
- Assist in Reconciliation
- Analysis of Financial Statements

## SKILLS



