# RASHA HAWI

Accounting & Finance Officer

### **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

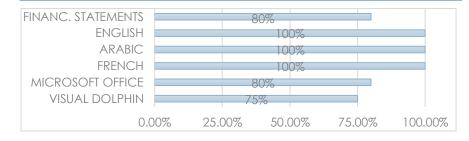
- Assist with the preparation, analysis and verification of accounting records, financial statements and reports to ensure accuracy and adherence to reporting and procedural standards
- Reconcile Bank Accounts Statements
- Support the Month End Close Process
- Audit, Process and Pay Vendor Invoices in 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**



# **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

PHONE: +961 71 735 816

**EMAIL:** 

RASHAHAWI.6@GMAIL.COM

#### **HOBBIES**

BASKETBALL SALSA DANCING OUTDOOR ACTIVITIES TRAVELING

