

Raneem Ghandour
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PERSONAL STATEMENT

An adaptable and enthusiastic accounts assistant who has extensive experience of having a wide level of general responsibility for monitoring and reconciling companies accounts. A strong communicator with excellent knowledge assisting in the production of monthly management reports.

Seeking a successful career by working in the finance department for an ambitious and expanding company.

KEY SKILLS

Skills

- Trilingual
- Time manager
- Problem solver

Technical Skills

- Outlook
 - Word
 - Excel
 - PowerPoint
 - Access
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EMPLOYMENT

Accountant

ITG Holding

11-2014 – 8-2017

Key Responsibilities

- Using Traverse System (MS/Access) to maintain budget, oversaw Accounts Receivables/Payables, Journal Vouchers "JV's" and reconciled bank/suppliers transactions.
- Aggregated data and generated bank and revenue reports for senior management.
- Maintaining general ledger and preparing reports on bank transactions, including letters of credit.
- Providing phone coverage by screening calls, responding to enquiries.

- Follow up with Local and Foreign Customers, reconcile the accounts.
- Issuing Payments for Travel Expenses, Tuition Fees, and settlement of Suppliers Accounts.
- Preparation for Payroll (Collect Time sheets, Computing travel Bonuses, Client visits and Vacations of Employees).
- Ordering and issuing Transportation Coupons (Double Check Transportation sheets) (Reconcile our Account with Litter plus Account).
- Responsible of Cash (Case).
- Responsible for the collection process (Follow up with customers, communicating with collection team). Ensuring that Our Collectors Are Following Up in a serious systematic way if no my interfere is a must.
- Sending Receivable Reports to division managers on a weekly basis.
- Monitoring the Attendance Following up with employees if needed, welcoming new employees create their accounts on system and introducing them to the Punching Process.
- Responsible of assets (Laptops, Hard Disks, Telephones...) using Asset Manager Software.
- Assist in the preparation of the Annual Audit file. (Responsible of confirmation letter)

Achievements

- Ability to interact with all levels of staff including senior management.
- Able to work under pressure a calm, organized approach and able to prioritize.
- Strong analytical and problem solving skills.
- Well organized and detail-oriented with ability to meet deadlines.
- Consolidating tasks, eliminating non-value-added processes.
- Enhancing process operations to achieve organizational objectives.
- Collection Annual achievement of approximately \$3 million.

Customer service representative / Dealer

Financial Link

06-2014 - 09-2014

Key Responsibilities

- Using the Ghost dealer platform, FOREX (symbols of currencies, timing of all four markets in the world).
- Monitoring and analysing all important news at "BLOOMBERG" channel.
- Engages in financial market transactions and evaluates investment opportunities in spot currencies, metals and future currencies, natural gazes, crude oil, indices.
- Attract potential customers by answering product and service questions, suggesting information about other products and services.
- Open & maintain customer accounts by recording account information.
- Maintains financial accounts by processing customer adjustments.

- Contributes to team effort by accomplishing related results as needed.

EDUCATION

- Beirut Arab University (B.A.U) 2008 - 2012
B.A. in Business Banking & Finance 1999 - 2008
- Sainte-Anne de Besançon **Lebanese**
Baccalaureate Literature Section

PERSONAL DETAILS

Nationality: Lebanese
Marital status: Married

REFERENCES

References are available on request.