

ALINE MANSOUR

PERSONAL INFORMATION

First Name : Aline
 Middle Name : Miled
 Last Name : Mansour
 Date & Place of Birth : March 17 , 1992 – Ra's Ba'Labakk,Beqaa, Lebanon
 Sex : Female
 Marital Status : Single
 Nationality : Lebanese
 Address : Building chamoun, 5th Floor, Slave,Dekweneh, Beirut, Lebanon
 Alternative Address : Ra's Ba'Labakk,Beqaa, Lebanon
 Email address : aline_mansour@live.com
 Phone Number : +961 71820534

EDUCATION

2010 – 2014: BA Degree in Accounting and Auditing
 Lebanese university, Faculty of Business and Economic sciences –Branch II

2007-2010 : Rass Baalbeck Official High School – Section : General sciences

1995- 2007: Lycée Saint Michel – Rass Baalbeck

EXPERIENCE

- December2014 -February 2015: **Agility Logistics**

Accountant Department:

1. Data Entry & Control (Invoices, Deliveries, Receipts, Purchases & Receipts)
2. Reconsign statement of suppliers
3. Checking and follow up on invoices and returns
4. Ensure accurate, complete and timely bank and cash reconciliations
5. bank transfer
6. Check bank reconciliation
7. Handle the cash's entreprise
8. Prepares freight quotations
9. Coordinate with purchasing department on all order's arrival.

- November 2015 – Till Present: **GEACHAN GROUP**

Accountant Department:

1. collection and credit
2. Reconsign statement of suppliers
3. Checking and follow up on invoices and returns
4. Ensure accurate, complete and timely bank and cash reconciliations
5. bank transfer
6. Check bank reconciliation
7. Handle the cash's entreprise
8. Transfer between sub-accounts
9. Data Entry & Control (Invoices, Deliveries, Receipts, Purchases & Receipts)
10. Follow up with sales man and drivers

TRAINING

- October – November 2012: **Internship at Credit Libanais:** Teller , Customer service, filling
- March – July 2014: **Internship Bureau Jabbour:** Comptabilite, data entry, Filling, Audit

COMPUTER SKILLS

Operating Systems : Microsoft Windows , Oracle , , Pims
Programs : Microsoft Office (Word, Excel, PowerPoint)

LANGUAGES

Arabic: Native Language English: Good French: Fluent

ACTIVITIES

Sports : Swimming , Reading .

Music : Listening to all kinds of music.

REFERENCES

Available Upon Request