

CELESTE FADEL

Hazmieh - Lebanon

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Lebanese - August 07-1996

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PROFILE

A positive and dynamic with Five years' hands-on experience in Accounting.

Confident, detail-oriented with a solid ability to interact with individuals at all levels whilst working in pressurized environments, based on my beginning experience in the position of sales and administration field.

EMPLOYMENT EXPERIENCE

Accounting & HR Manager for A group Of 9 Companies
Dekwaneh, Lebanon

November 2018-Present

1-Strive Me Group

2-Yawmiyati SAL

3-Dotcom SARL

4-Mangomolo Offshore

5-Alpha Technology Group (Capital & FZE Dubai)

6-CognitiveX

- Monitoring and evaluating day-to-day accounting tasks and activities.
- Preparing Agreements, sales orders & invoices
- Preparation and input of month end journal vouchers
- Debtor, creditor & banks reconciliations
- Preparation of various reports for managers
- Responsible for analysis and evaluation of costs and margins
- Preparing and Checking payments for signature
- Checking purchase invoices to delivery notes
- Preparing the monthly payroll
- Assisting & Preparing VAT, Tax & CNSS calculations for Auditors
- Preparing Financial Reports P&L and Balance sheet, Budget, & Cash Flow
- Coordinate and complete annual audits for Auditors
- Monitor and analyze accounting data
- Establish and maintain fiscal files and records to document transaction
- Verifying, allocating, posting and reconciling accounts payable and receivable
- Support month-end and year-end close process

Senior Accountant, Sfeir Holding (1-EPCO / 2-CUTLERY/3-CUTLERY F&B)**Jun 2015-November 2018****Hazmieh, Lebanon**

- Preparing sales invoices & the upkeep of an accurate accounts filing system
- Preparation and input of month end journal vouchers
- Debtor, creditor & banks reconciliations
- Preparation of various reports for managers
- Responsible for financial accounts including budgets and cash-flow
- Responsible for analysis and evaluation of costs and margins
- Prepare payments for signature
- Checking purchase invoices to delivery notes
- Knowledge of monthly payroll, purchases and sales invoices, VAT and tax
- Dealing with suppliers and clients
- Preparing monthly P&L and Balance sheet reporting
- Dealing with any queries from the auditors

Sales Assistant, Sakr Lighting**Feb 2015 – Jun 2015****Hazmieh, Lebanon**

- Being attentive to every customer's needs
- Answering telephone calls, conveying messages and monitoring the flow of e-mails
- Ensuring goods are well displayed
- Receiving goods from suppliers
- Ensuring that all customers are welcomed in an appropriate & timely manner
- Achieving sales targets set by the company and sales manager

Clinic Assistant, Dr. Sami Haddad**Feb 2013 – Feb 2015****Hazmieh, Lebanon**

- Preparing rooms for examinations, maintaining a clean and safe environment for patients
- Keeping a clean and sterilized instruments
- Performing clerical duties such as scheduling appointments, filing...
- Maintaining stocks of medicines and medical supplies as necessary

EDUCATION

Master in Audit & Accounting

Sep 2019 -Present

Sagesse University – Furn El Chebbak

Bachelor in Audit & Accounting

Oct 2014 –April 2019

Sagesse University – Furn El Chebbak,

ADDITIONAL SKILLS

- Advanced computer skills on MS Office (Outlook, Word, Excel, PowerPoint)
- Ability to manipulate large amounts of data
- Accounting Software Programs: Dolphin, Softmind, Omega, QuickBooks
- Effective oral and written communication skills (Arabic, English, French)

INTERESTS

Music, IT Works, Research.

REFERENCES

Available upon request.