

Rayan Fadi Abdo

Date of Birth : 10 November 1992

Nationality : Lebanese

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OBJECTIVE

Hard working, self-driven and extremely motivated. Seeking to apply my abilities and skills to fill the internal audit available position in your organization. I am a dedicated team player who can be relied upon to help the internal audit department achieve its objectives.

EDUCATION

2010 – 2014: **BA in “Audit”**
Lebanese University – Achrafieh, Lebanon.

2009 – 2010: **Lebanese Baccalaureates**
“Sanawiyet el chabeb” – Jdeideh, Lebanon

TRAININGS

August 2013: **“Lebanese Central Bank”** – Hamra, Lebanon

September 2012 – February 2013: **“Re-audit Co.”** – Jdeideh, Lebanon

PROFESSIONAL EXPERIENCE

March 2011 – November 2012 & August – September since 2013 : **“Mouawad Books and Stationary sarl”** – Zalka, Lebanon
Sales Supervisor on wholesales
Major tasks: supervision over sales, ordering, reception of orders, supervision over stock counts.

June 2014 till September 2016 : **“Cesar Habib Est.”** – Gemayzeh, Lebanon
Junior Accountant
Major tasks: accounting entries, Payroll preparation, financial statements preparation and accounts reconciliations.

October 2016 till July 2017: “Daou for auditing and accounting” – Ein Al Remmene, Lebanon
Intermediate accountant
Major tasks: accounting entries, payroll preparation, tax declaration,
Financial statements preparation and accounts reconciliations.
Checking and auditing for some companies.

August 2017 till July 2019: “Cesar Habib Est.” – Gemayzeh, Lebanon
Chief Accountant
Major tasks: auditing and supervising data and accounting entries,
Preparing income statements, VAT declaration, Tax on salary
Declaration, Tax on profit preparation, audit reports preparation.

August 2019 till Present: “JRS Group Holdings” – Gemayzeh, Lebanon
Senior Auditor
Major tasks: auditing and supervising data and accounting entries,
Preparing income statements, VAT declaration, Tax on salary
Declaration, Tax on profit preparation, audit reports preparation, Risk
Management, internal controle, ...

LANGUAGES

French & English: Fluent

Arabic: Native Language

COMPUTER SKILLS AND HOBBIES

Computer Skills :

| | | |
|---------------------|------------------|-------------------------|
| • Microsoft Excel | • Microsoft Word | • Microsoft Power Point |
| • Dolphin | • Pimstock | • Omega (macro level) |
| • Internet Explorer | | |

Hobbies :

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|--------------|-----------------|------------|
| • Basketball | • Body building | • Swimming |
| • Hiking | • Reading | |

REFERENCES

Available upon request.