

Richard Antoine Assaker

CONTACT

Email:
Ritchard_assaker@hotmail.com
Phone: +961 76-178585
Address: Byblos, Lebanon
Date of birth: 10-05-1996

RESUME OBJECTIVE

To progress in a career as an ambitious and young person in the Accounting field, I always try to maintain a high level of professionalism in my achievements through hard work, perseverance and continuous knowledge and information gathering that will mold me better in a position that suits better my personality and ambitions.

EDUCATION

- 2014 – 2018** AUL University
Kaslik, Lebanon
Bachelor degree
in Banking and
Finance.
- 2011 – 2014** Jbeil High School
Jbeil, Lebanon
Economics and
Sociology

EXPERIENCE

Accountant

Broad Band Plus Company (Mobi): Sin el Fil, Lebanon
March 2019 until present

- Reviewing Bank, Suppliers, clients and other debtors and creditors account reconciliation
- Managing the account receivable and payable functions
- Handling all issued checks
- Handling NSSF monthly schedule and advances on salaries
- Preparing tax on salaries quarterly and annually
- Preparing journal voucher from banks transactions
- Sending checks, cash and credit card to banks and compare it to banks documents

LANGUAGE

Arabic: Native language

French: Good in speaking,
Writing, and reading.

English: Very Well in speaking,
Writing, and reading.

Accountant

Moulin d'or: Byblos, Lebanon
September 2018 – March 2019

- Prepare payments by verifying documentation
- Control Cash/JV's/ Statements, payments for suppliers
- Data entry using Wizard solution
- To report daily work summary
- Compare cash and card receipts to supporting documentation
- Maintain customer confidence and protects operations by keeping financial information confidential

Trainee

Blom Bank: Kaslik, Lebanon
July – October 2017

- To promote through phone calls and meetings Debit/Credit cards (American Express)
- To enter client's data using SFA program
- To update client's information folder

Assistant floor manager
Mon Maki A Moi: “Five Stars Sushi Boutique”
2013 - 2018
Jbeil, and Dbayeh, Lebanon

- To ensure that the service is at all times performed in a professional manner and to the style as specified by the Restaurant Manager
- To be fully conversant with every dish served in the Restaurant and to provide explanations as requested
- To communicate with other Restaurant staff and departments
- To assist with mise en place through distribution of tasks and to ensure the monitoring and completion of tasks is done properly and in time allocated
- To take responsibility for service in the area of the Restaurant under your responsibility
- To report, monitor or handle small disciplinary matters
- To ensure that all guest wishes are met so far as is reasonably possible
- To welcome, sit and take food orders from guests in the Restaurant
- To ensure that service is at all times performed in a professional manner following standards set

● SKILLS

- V Dolphin (Accounting System)
- SFA (Data Entry)
- Wizard solution (Back office)
- ACE (Back & Front Office)
- Problem Solving and Decision Making Skills
- Energetic, creative, Committed, Self-Dependent, Team Player, customer mania driven
- Financial and Analytical Skills
- Leadership Skills
- Good Planning and Organizing Skills
- Good command of MS Office applications
- Ability to work under stress
- Ability to work in multi task environment

● REFERENCE

Available upon request