

Lena Zarka
Senior Accountant

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*Nationality : Lebanese.

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***Employment:**

- July 2019 – Present: **Phoenix contracting & Trading Sal**, Senior Accountant.
- Jan. 2015 – Dec. 2018: **TMM contracting & Trading Sarl**, Senior Accountant.
- May 2012 - Dec. 2014: **Antranik Baljian & Sons**, Group Accountant.
- Aug. 1997 - Oct. 2009: **Cedar's Real Estate Sal**, Senior Accountant.

***Education:**

1994-1998:

Lebanese university, Faculty of Economical Sciences & Business Administration- 2nd Section, (Achrafieh)
B.A. - Bachelor of Business Administration; Major "Accounting & Finance", Language "English".

***Work Experience :**

Financial Reporting (P&L and Balance Sheet).

External Audit Contact.

Monthly close process, Quarterly Close process & Year end close for various obligations.

NSSF quarterly and yearly reports for declaration.

Payments preparation Process, Accounts payable & Accounts receivable.

Internal controls needed.

Keeping General Ledger up to date.

Cost Accounting methods.

Tax preparation imposed on salaries and payroll,

Journal entries and Business transactions vouchers.

GAAP (Generally accepted accounting principles; Regularity, Consistency, Sincerity, Permanence of methods, non-compensation, prudence, continuity, periodicity, Full disclosure/Materiality and Utmost good Faith.)

Interpreting data, Accounting System flexibility.

***Tools & Technologies:** Excel - Word - Outlook.

***Interpersonal Skills:** Management - Organisation - Problem solving.

***Languages:** English - Arabic - French (Basic).

