

GILBERT ANIS BADROUK

8 July, 1998
Lebanese
Single

Michael Bechara Building , 3rd Floor
Jal EL Dib
Lebanon

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CORE COMPETENCIES

- Proven ability to effectively handle multi-tasks levels of responsibilities with minimal direction from superiors.
- Solid communication, interpersonal, time management, analytical, organizational and leadership skills.

PROFESSIONAL EXPERIENCE

✓ **Junior accountant** **May 2018 till present**
At Mozart Chahine SARL and Mozart Chahine School of Music

- Post and process journal entries to ensure all business transactions are recorded.
- Perform reconciliations.
- Track and monitor accounts receivable.
- Issue and prepare invoices.
- Track and monitor accounts payable.
- Adhere to legal and company accounting and financial guidelines.
- Support chief accountant.
- Accurately perform daily reconciliations of cash, check and credit card transactions, and tally and file invoices.

✓ **Freelancer assistant accountant at food connection sarl** **March 2018 till January 2019**
(Wooden Bakery Franchise)

✓ **Junior accountant** **February 2017 till May 2018**
At Wooden Bakery SAL Head office

- Assist with the preparation, analysis and verification of accounting records, financial statements and reports to ensure accuracy and adherence to reporting and procedural standards.
- Monitor and analyze budget variances.
- Database management.
- Cash controller.
- Filling specialist.
- Data entry.

Internship Accounting – GAA & partners

February 2016 – May 2016

Assistant Photographer – Création neuf

June 2014 – September 2015

EDUCATION

- **Bachelor of Finance & Micro-Finance** **2018 till present**
Arab Open University AOU (Antelias, Lebanon)
- **Bac Technique BT3, accounting and informatics** **2015 -2016**
Mont La Salle, Ain Saadé

SKILLS

- **Computer knowledge** Microsoft office, SAP Business One, System Brain, Paul, Bim POS, Bim calc, Visual dolphin.
- **Languages** Arabic, English and French

INTERESTS AND HOBBIES

- Camping (Member of the Scout National Orthodox since 10 years and leader since 2 years)
- Walking , Biking
- Drummer at Cadenza Entertainment.
- Team leader in a marching Band.