

# Rodolph Debs

Bickfaya, Metn

14 January 1996

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## EDUCATION

Sept 2016 - Present	<b>Arts, Sciences &amp; Technology University- AUL, Kaslik, Lebanon</b> <i>School of Business and Commercial Sciences - Audit</i>
Sept 2014 - May 2016	<b>Holy Spirit University of Kaslik-USEK, Kaslik, Lebanon</b> <i>School of Business and Commercial Sciences</i>
Sept 2014 - June 2014	<b>Lycée Français, Bet Chabeb, Lebanon</b> Lebanese Baccalaureate

## PROFESSIONAL EXPERIENCE

March 2019 – August 2019	<b>Junior Auditor and Payroll Administrator at Compex Group a member of Parker Randall International - Sin El Fil, Lebanon</b> <ul style="list-style-type: none"><li>○ Preparing journal entries.</li><li>○ Reconcile general ledger and statements</li><li>○ Preparing Monthly Financial Statement (P&amp;L, balance sheet and other reports)</li><li>○ Prepare all NSSF, Tax and Vat declarations.</li><li>○ Preparing the fiscal declaration and the audit report</li><li>○ Examining company accounts and financial control systems.</li><li>○ Preparing the legal forms for the new hired and leavers and working on the yearly declarations as R3,R5,R6,R7</li></ul>
Sep 2017 – Oct 2017	<b>Rayes &amp; Associates, Sin El Fil, Lebanon</b> Internship at the Accounting Department
June 2017 – Aug 2016	<b>Chafic Dagher EST, Bet Kiko, Lebanon</b> Internship at the Accounting Department

## SKILLS

Linguistic skills	Fluent (written and oral) in English, French, and Arabic.
Computer skills	Microsoft Office suit, excellent at researching and social networking, fast software learner.

## MEMBERSHIPS

2013 - Present	<b>Firefighter</b> , <i>Bickfaya, Lebanon</i>
2014 - 2015	<b>Student Affairs Committee &amp; Delegate at the School Board of Establishment</b> , <i>Lycée Français Bet Chabeb, Lebanon</i>
2003 - 2013	<b>Notre Dame Du Liban Scout Member</b> , <i>Bickfaya, Lebanon</i>