

Eliane Youssef Jarjour

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Education

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| • Ecole Technique des Sciences Commerciales | 2007-2010 |
| TS3 in Accounting & Auditing | Beirut, Lebanon |
| • Lebanese University | 2006 |
| Studies in Political Science | Beirut, Lebanon |
| • Vale Pere Jacque - Bekenaya | 2005 |
| Lebanese Baccalaureate II – Economy & Sociology | El-Maten, Lebanon |

Professional Experience

Raphael & Associés SC – Accountant Part time Job

Aug 18 - Present

Dbayeh – Lebanon

- Data Entry
- Invoicing to clients
- Supplier Reconciliation
- Bank Reconciliation
- Payroll
- Control and Approve Legal Court Expenses

Malak Al Tawouk- Senior Accountant

May 2018 – July 2018

Tabarja , Lebanon

- Review and approve daily accounting data entries
- In charge of daily accounting and finance operations
- Review Supplier's balance reconciliation and monitor purchase and payable transaction activity
- Monitor bank accounts and review bank reconciliations
- Prepare cost accounting reports addressed to the accounting and finance manager

BATCO SAL- Senior Accountant

June 2014 – Nov 2017

Beirut, Lebanon

Operational and administrative Skills

- Maintain an accurate filing of regular inventory count and year-end comprehensive inventory count
- Ensure accurate and timely processing of invoices.
- Responsible for maintaining project assets and tracking vehicles fuel consumption and maintenance.
- Compiles backup documentation with appropriate review and approvals.
- Review and approve daily accounting data input to the system processed by accountants
- In charge of daily accounting and finance operations
- Monitor bank accounts and review bank reconciliations
- Review Supplier's balance reconciliation and monitor purchase and payable transaction activity
- Booking of periodic and yearly provision, posting to GL and responsible for quarterly and yearly closing process
- Maintain an up to date and complete files in each employee record.
- Prepare employees registration documents needed in Social Security Fund and Ministry of Finance.
- Ensure proper social charges and income taxes are withheld.
- Provide orientation for new employees.
- Prepare all documentation for payroll processing on time.
- Prepare necessary documentations for Social Security, Corporate Income Tax, Salaries Tax and VAT auditing.
- Prepare cost accounting reports addressed to the accounting and finance manager
- Lead contact with external auditors (KPMG & Deloitte)
- Monitor cash flows and prepare cash flow statements

Technical Procurement Skills

- Work with technical team in reviewing bid documents for various procurement contracts.
- Issue and review authorized subcontracts and purchase orders .
- Track and follow up on payments and related deliverables to ensure terms and conditions of the signed contract.
- Coordinate with engineers on site and reviewing progress work reports.
- Assist technical team in updating vendor profile: Register in Ministry of Finance, Circular of registration of the company ...

- Help technical team in the preparation of the evaluation committee: Attendance sheet, agenda, minutes of meetings...

BATCO SAL-Accountant

January 2011 – May 2014
Beirut, Lebanon

- Prepare and Post Journal Entries and ensure proper documentation
- Prepare bank reconciliations, process payment and ageing schedule for trade payables and trade receivables
- Prepare Tax declarations (Value Added Tax, Corporate Income Tax, Salaries Tax, NSSF, withheld tax...)
- Prepare balance reconciliation for: banks, customers and suppliers
- Prepare and process salaries and wages

BATCO SAL-Accounting Trainee

June 2009 – May 2010
Beirut, Lebanon

- Assist accounting personnel with their daily tasks which included but not limited to:
 - Processing of suppliers' invoices and recording relevant data entry ;
 - Drafting journal entries related to stock transactions;
 - Processing the company's banking transactions and preparing bank reconciliations;
 - Preparing supplier's reconciliations
 - Reconciling petty cash, stock count sheets and fixed assets listing (System to actual)

Ibrahim Ghannam Accounting & Auditing Office

Intern - Accounting transactions services and assurance services

July 2007 – September 2007

Beirut, Lebanon

Computer Skills

- ERP: SAP Business One
- Accounting software: Visual Dolphin, Dolphin (Fox Pro)
- Microsoft Office (Excel , Word, Power Point, Access, Outlook)

Achievements & Awards

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Extracurricular activities

- Swimming, camping and music

Languages

English, French and Arabic spoken and written fluently: Trilingual

References are available upon request