

Jbeily Residence
Horch Tabet Sin El Fil

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Rita Azar Jbeily

My goal at this level of career juncture is to find a suitable work opportunity in a Freight Forwarding and Logistics Company knows to have an international milieu and has global reach. I offer strong interpersonal and analytical skills and seek out challenging opportunities. In short, I am a serious worker, self motivated and marked by my colleagues as an outstanding team player.

PROFESSIONAL EXPERIENCE

Up to date -2011

Chief Accountant
E Square sal & Careers Middle East sarl

- Conducted company Internal Audit.
- Managed Company for 20 employees.
- Implemented financial procedures that comply with the Lebanese audit .
- Prepared end of year financial statements and controlled Audit reports.
- Dealt with personnel issues: payroll, NSSF indemnities and schedules.
- Handled all kinds of taxes: tax on revenue, municipality tax, VAT etc.
- Managed the companies Banks Accounts and reconciling ledger, guarantees, prêt, leasing & domiciliation of electricity & telephone, mainly cash management and LG.
- Approving issuance of receipt and payment and preparation of related journal vouchers.
- Evaluated assets and reconciliation base.
- Follow up the suppliers, clients, insurance.
- Administrative work during the Fair.
- Window, World, Excel, Internet, & (accounting programs).

2005 – 2010

Chief Accountant
Pharmacie le Gabriel & Aqua Santé SAL G-SPA

- The same as above

2002-2004

Chief Accountant
M.D.C Franchise System S.A.L.
(Coffee Shop Franchise Company).

Head Quarter in Achrafieh.
Company owned branches: Achrafieh and Hamra;
Lebanese Franchises: Solidere, ABC Achrafieh, Tripoli.
Foreign Franchises: KSA: 10 branches, Bahrain: 1, Kuwait:1,Qatar:1,
Emirates U A E:1 .
All the above work .

1992 – 2002

Chief Accountant
Joe Marine Trading,

A clothes and leather wear trading company located in Beirut Port Area
and operating through 3 main shops in Beirut Port , Horch Tabet-Sin El Fil
& Faubourg St.Jean Beabda .
All kind of accounting & purchasing & reconciling.

1990 – 1992

Chief Accountant
UTA Marine Services

A shipping agency located in Jounieh port area
Prepared, handled and reported the financial statements of the company.

1988 – 1990

Accountant
Kebeco Travel Agency,

Preparation of the financial statements on a monthly and annual basis.

EDUCATION

1985 - 1988

Centre Supérieur D'Etudes Commercial,
Business Studies with emphasis on Accounting

1985

Ecole de la Sainte Famille Maronite
Experimental Sciences

LANGUAGES

French: Fluent written and spoken
Arabic: Fluent written and spoken
English: Well written, spoken and conversation.