



## Ghinwa Chebl

Date of Birth: 07/April/1993

Marital Status: Married

Address: Jisr El Basha

Mobile : 70-716140

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### PROFILE

#### RELEVANT SKILLS

I am seeking a work opportunity with a specialized company to grow my abilities and benefit the business in parallel from my experience. Therefore, I offer you my professional skills, apart from my experience in the relative field, for the betterment of your organization.

#### PERSONAL CHARACTERISTICS:

Fast learner, team member, good communications skills, creative, flexible, dynamic, strong personality, sociable.

Ready and capable to learn new skills, dedicated, hard worker, have both the team spirit and the ability to adapt within a new environment, and can work under pressure.

#### EDUCATION

Business Administration – Accounting Management:	2013–2017
American University of culture and education “AUCE” (Baouchrieh)	
Primaire–Secondaire : Notre dame du Perpétuel Secours (Furn El Chebbak)	1997–2013

#### WORK EXPERIENCE

Senior Accountant: <b>Kilzi &amp; Co SAL – Fanar</b>	2018– Till Present
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- Examining bank statements and reconciling them with general ledger entries
- Bank Transfers, LC, Bank Letters...
- Prepares payments (Checks or Cash)
- Communicate effectively with clients
- Manage all accounting transactions
- Handle monthly, quarterly and annual closings
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss

- statement, and other reports
- Reconcile accounts payable and receivable
- Prepares and records asset, liability, revenue, and expenses
- Follow up with Clients to collect due invoices
- Produces payroll by initiating computer processing
- Bank and Accounts Reconciliation
- Preparing VAT and CNSS
- Ensure timely bank payments
- Daily bank positions
- Contribute to a strong client relationship through positive interactions with client personnel
- Communicate with Manager on work status and client issues that arise.
- Prepare financial statements

#### Assistant

Chief Accountant: **Italia Film (G. Vincenti & Sons) – Dekwaneh** 2014–2018

- Preparing all journal vouchers
- Follow up with clients to collect due invoices
- Reconciliation with suppliers (local and internationals)
- Balance sheet
- Profit and Loss
- Daily data entry of transactions (Payments, sales, purchases, expenses and others)
- Filing

Cashier: **Sea Sweet – Mkaless** 2017–2018  
(Pm Shift – Extra Job)

Promotor: **Merlun Group – Hazmiye** 2016  
(Extra Job)

Operator: **G. Vincenti & Sons – Dekwaneh** 2013–2014

Sales Person: **Cotton Market – Jisr El Basha** 2012–2013

- Handle customer relation.
- Sales statistics.
- Handle the cashier and other financial issues (invoices, receipts...)
- Daily reports.
- Adjust selling price.
- Change item code.
- Initialization: currencies.
- Sales reports: organize and locate stock (In/Out).

## COMPUTER SKILLS

- Microsoft Office: Excel, Word, Access, Power Point, Outlook, Internet.
- Windows Platform

## LANGUAGES

- Arabic: Fluent in Speaking, Reading, Writing
- English: Good in Speaking, Fluent in Reading and Writing
- French: Good in Speaking, Reading, Writing

## PERSONAL SKILLS

- Music, sports, reading, movies, computing, networking, socializing.

## REFERENCES

Available upon request.