

Reem Shahine

Date of Birth: November 11-1992

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Summary

Bachelor in Banking and Finance, with four + years of accounting experience in supporting managers in high paced environments. Main focus on accounts payable with an overview of invoicing and proven skills in general accounting tasks.

Education

Lebanese University

BA in Banking and Finance

November 2014

Omar Farroukh Public High School for Girls

Lebanese Baccalaureate [Sociology and Economics]

Class of 2010

Professional Experience

ITG (Holding) – Middleware Data Systems / AP Accountant [June 2016 – October 2019]

- Operating on TRAVERSE accounting system
- Accounts Payable clerk
- Reconciling processed work by verifying entries and comparing system reports to balances
- Charging expenses to accounts by analyzing invoice/expense reports and booking entries
- Researching and resolving invoice discrepancies and issues
- Preparing monthly bank reconciliation reports
- Monitoring accounts to ensure payments are up to date
- Preparing and processing electronic transfers and payments
- Preparing cash flow reports
- Maintaining accounting ledgers by verifying and posting account transactions
- Verifying vendor accounts by reconciling monthly statements and related transactions
- Maintaining historical records by filing documents
- Disbursing petty cash and recording related entries
- Following up on ageing reports
- Updating job knowledge by participating in educational opportunities
- Assisting with month end closing

Powermet Lebanon/Junior Accountant [January 2015 –May 2016]

- Operating on EDM Accounting System
- Recording daily accounting transactions
- Correcting errors by posting adjusting journal entries
- Reconciling bank accounts by gathering and balancing information

- Producing statements of accounts
- Assisting with monthly and year end tasks
- Preparing the quarterly VAT declaration
- Filing records and data retention

BLOM Bank/Trainee [August 2014 -December 2014]

- Controlled interest rates movement
- Controlled all interest rates applied on savings and blockedaccounts
- Reviewed debit interest rates set by the Credit & FacilitiesDivision
- Calculated amendments of debit/creditinterests
- Amended the interest rates and maturity dates on AS400 system

Fransabank [August 2013 – October 2013]

- Simba Product Officer (Indoor Sales)
- Introduced Simba Product to bank clients
- Account Management and Follow UP
- Visited domiciled companies to offer Simba Product and createaccounts

Malik's Bookshop [August 2012 – September 2013]

- Cashier
- Sales
- Dealt directly with customers either by telephone, electronically or face toface
- Obtained and evaluated all relevant information to handle product and serviceinquiries
- Handled and resolved customercomplaints
- Delivered product knowledge
- Trained new employees

Professional development and skills

- Arabic (native), English (fluent), Microsoft Office Suite.

References are available upon request.