

Steffi Khoury

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Email

28 Sep 1995

Date of Birth

Lebanon

Country

+961 76648851

Phone

Single

Status

Objective:

A very committed individual with good educational background and wide experience in Accounting and financial functions (from book-keeping to management reporting). Having the capacity and capability to work under various circumstances with high level of professionalism, perseverance and hard work to achieve the best output within my responsibilities.

Experience:

Accountant - *Amee Beauty & Cosmetics SARL – April 2019 till February 2020*

- Finalizing Financial Statements (Balance Sheet, P&L) for Management review.
- Periodical revision of General Ledger accounts.
- Reconciliation of daily sales generated by the company (stores & wholesales).
- Payroll and NSSF.
- Dealing with suppliers.
- Monthly reconciliation of Bank accounts.
- Presenting Financial Reports to Management.
- Experience in **Softmind** software.

Accountant - *AJA Group Holding – August 2016 till March 2019*

Responsible of all accounting functions for 2 sister companies; **IFT SAL Offshore & Yalla Solutions Offshore SAL**

- Process Journal entries.
- Bank & Account reconciliation.
- Follow up with Payables accounts.
- Experience in **Noria** and **Navision** software.

Intern - Credit Bank – June 2015 till August 2015

- Teller & Customer Relations

Intern - Credex SAL, Insurance Consultant – January 2014 till February 2014

- Life, Fire, Motor Insurance & Claims

Education:

BA in Business and Management *Université Saint Joseph de Beyrouth (USJ) Huvelin Steet, Achrafieh – 2013 till 2016*

Baccalaureate 2 *Collège des Frères Mont La Salle (MLS) – Ain Saadé – Graduated in 2013*

Skills:

- Proficient in MS Excel
- Microsoft Office (Word, Power Point)
- Hard worker and very fast learner
- Excellent written and verbal communication skills.
- Effective at juggling multiple priorities simultaneously in a fast paced environment
- Ability to work under pressure and in a professional manner
- Exceptionally detail oriented, able to execute big-picture analysis while never losing sight of the finer points.
- Excellent time-management & organizational skills
- Highly motivated, enjoy working in teams and thrive working independently
- Accounting Software: Softmind, Navision & Noria.

Languages:

English – Fluent

French – Fluent

Arabic – Advanced

References:

Available upon request.