

Adele

Nehmatallah

August 24th, 1990

Lebanese

Single

Dawra, Amanos street

Chafica Rahme building, 3rd floor

+961 76 122300

adele_nehmatallah@hotmail.com

OBJECTIVE

I am a hard-working, committed chartered accountant looking for a long-term opportunity with a growing company within the business community. I wish to utilize my education, professional experience and management skills in a way that would be advantageous to both my employer and me.

KEY SKILLS & COMPETENCIES

- Very dynamic person, fast learner and great communication skills and able to work with minimal amount of supervision.
- Active team member with self-drive and motivation.
- Able to adapt to the immediate or unforeseen challenges.
- Punctual and always on time for work.
- Well-organized, flexible.

COMPUTER SKILLS

"PIMS" & "NORIA" Accounting Systems
Word - Excel - PowerPoint - Outlook

WORK EXPERIENCE

- | | |
|--|--------------------|
| Freelancer Accountant
TAGBrands Sal | (2018 - Current) |
| Accountant
Bureau Hamid Kairouz Sal, Sed El Baohriyeh | (2018 - June 2020) |
| Accountant
TAGBrands Sal, Downtown | (2013 - 2017) |
| Secretary and Import coordinator
Sea Horse Express, Karantina | (2011 - 2012) |
| Secretary and Import coordinator
Copart, Jdeideh | (2008 - 2011) |
| Particular lessons
Students in primary and complementary classes | (2006 - 2008) |

EDUCATION

- | | |
|--|---------------|
| TS3 in Accounting and Audit
Technical Institute of Tourism, Dekwaneh | (2009 - 2012) |
| Business and Accounting
Arab Open University (AOU), Tayouneh | (2008 - 2009) |
| Baccalaureate in Mathematics
Providence School, Dawra | (2005 - 2008) |
| Primary and complementary education
Don Bosco School, Kahaleh | (1993 - 2005) |

LANGUAGES

Good in Arabic, French and English

INTERESTS

Sports, Reading , Internet searches

REFERENCE

Ms. Maya Karanouh
CEO, Tagbrands Sal
+961 3 925764

Mrs. Cynthia Kairouz
HR, Bureau Hamid Kairouz Sal
+961 3 347088

Mr. Rami Sarkis
Auditor
+961 81 314550

SKILLS

- * Completing customer services and secretarial tasks such as emails, filing, tracking and custom clearance
- * 7 years accessing PIMS accounting system
- * 2 years accessing NORIA accounting system
- * Daily accounting transactions
- * Preparing proposals, quotations, invoices, receipts and credit notes
- * Preparing for the quarterly VAT declaration
- * Preparing for the quarterly tax on salary declaration
- * Preparing for the yearly income tax declaration
- * Preparing the quarterly and yearly CNSS declaration
- * Preparing payments for Social security and all human resources
- * Following payments with clients, suppliers and collection procedures
- * Reconciling monthly bank statements, preparing deposit transfer slips
- * Auditing and control of all accounting entries
- * Maintaining general ledger including preparing journal entries, accounts analysis and reconciliation, closing books monthly, settings new accounts