

Nicole N. Sleiman

Date of Birth: 15/01/1995

Civil Status: Single

Languages: Arabic, English, and French

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Education

- CPA Candidate : June 2020 - Present
- Master in Accounting and Finance from the University of Balamand: December 2016-December 2019
- Bachelor in Accounting from the University of Balamand: October 2013- October 2016
- Lebanese Baccalaureate in Economical Science

Professional Experience

Mady & Co – Mkaless Sin El Fil

January 2018 – October 2019

Position: Accountant

- Data entry using the accounting system IBP
- Reviewing financial books and bank statements for clients
- Calculating tax liabilities
- Meeting with clients

Wehbe & Azar Accounting Office – Tripoli

February 2017 – April 2017

Position: Intern

- Data entry using the accounting system QATO (daisy)
- Tax Calculation for clients
- Daily visits to the ministry of finance to finalize paper works for clients

SGBL Bank - Amioun

June 2015 – August 2015

Position: Intern

- Teller and customer service assistant
- Receive checking and savings deposits; verify cash and endorsements
- Process withdrawal, cash and cheques and ensure legal validity
- Cross-sell bank products and answer basic customer inquiries regarding interest rates, service charges while complying with disclosure requirements, regulations and customer privacy policies.

Activities:

- Volunteer work with UNICEF “Leb Relief” campaign for 14 days after Beirut Port explosion in 4th August 2020 (Help clear the rubble from streets, help in rebuilding houses, doing surveys to check what every house needs in terms of food and medical supplies)
- Active member in Rotaract District 2450.
- Participant in the District 2450 Rotary Youth Leadership Award 2011 held in Ehden Country Club- Lebanon from the 24th till the 27th of March under the theme “*Turning Visions into Reality*”

Computer Skills:

Microsoft office (word, excel, PowerPoint, Access)