

Rami Fakhri

Beirut, Zarif Area

Huda Building

81/663904 – rami.f113@Outlook.com

OBJECTIVE	Business graduate seeking a job in the accounting field where it utilizes my accounting knowledge and discipline, and help enhance my skills.	
EDUCATION	Rafik Hariri High School II <i>Lebanese Baccalaureate (Sociology and Economics)</i>	2014
	Rafik Hariri University <i>Bachelor in Accounting and Finance</i>	2014 - 2017
EXPERIENCE	<p>-UTC International: Junior Accountant/Junior Auditor August 2018 – Present</p> <ul style="list-style-type: none">• Data entry using EDM software• Preparation of financial statements after data entry• Auditing and analyzing different companies financial statements including journal vouchers related to purchase, expense and revenue• Reviewing account receivables and payables account• Preparing bank reconciliation• Preparing audit reports related to the financial statements• Calculating tax on salaries (R10, R5 and R6 forms)• Calculating NSSF contribution and filling out the required form• Calculating VAT and preparing the declaration form• Proper filing of all accounting records and files <p>- Arabic Company “Ghazi Al Hibri Office”</p> <ul style="list-style-type: none">• Data entry (journal vouchers)• Preparation of financial statements <p>-BankMed Retail Internship Program 2017 June – July 31</p> <ul style="list-style-type: none">• Operational Support Department: Learning about non-cash transactions• Customer Service Department: Communicating with customers respectfully - types of bank accounts and how to open one• Teller: Handling cash transactions	
SKILLS	<ul style="list-style-type: none">• Communication: Excellent listener – good writing skills• Organization: Good time management skill – delivering work at deadline• Computer skills : EDM, Microsoft Word Document and Excel• Ability to work in groups/teams or alone• Positive Attitude• Willing to learn	
LANGUAGES	English (Reading & Writing) Arabic (Reading & Writing)	
ACTIVITIES	Previous member of RHU Accounting Society	