



JESSICA TOUBIA

Economist

Seeking employment within a well-established organization where I can utilize my knowledge and skills, while making a good contribution to the success of the company.

CONTACT

- +961 71 96 1320
- Lebanon, Beirut, Sin el Fil,
Ghazal Street, Mohamoud
Ghedban Building
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LANGUAGES

- Arabic – native
- French – fluent
- English – fluent
- Spanish – basic

COMPUTER SKILLS

Microsoft Office

- + Word
- + PowerPoint
- + Excel

Accounting program

- + Focus

REFERENCES

References are available upon request.

EXPERIENCE

March 2018 – present:

- Accountant and Administrative assistant at Eurasia Sal, Beirut
- + Bank reconciliation monthly
- + Daily journal entries
- + Payroll preparation
- + Financial statement issuance

December 2016 – February 2018:

- Receptionist at Pure Laundry spa, Beirut

July 2017 – September 2017:

- Business Development Intern at Networked Energy Services MENAI, Downtown

August 2016 – September 2016:

- Intern, Intercontinental Bank of Lebanon Bank, Antelias

July 2016 – August 2016:

- Intern, Central Bank of Lebanon, Bekfaya

MEMBERSHIP / SOCIAL ACTIVITIES

- + Participated in Project Lebanon Event, May 2014 (Data Management)
- + Certificated for organizing an exhibition for traditional food in Shiyah with Aleda association, October 2014
- + "Jeunesse Franciscan" Charity Association, 2009 – 2015

EDUCATION

2018 – present:

- Master's Degree in International Economics and Finance at Lebanese University – Ashrafieh

2014 – 2018:

- Bachelor in Pure Economics at Lebanese University - Ashrafieh