

## EDUCATION

**Université Saint Joseph – Faculté de Gestion et Management**  
*Master in Business Management: Audit, Accounting & Control*

**Beirut, Lebanon**  
*June 2019*

**Université Saint Joseph – Faculté de Gestion et Management**  
*Bachelor in Business Administration (BBA)*

**Saida, Lebanon**  
*June 2017*

**College Notre Dame Des Sœurs Salvatoriennes**  
*Lebanese baccalaureate II: life science*

**Abra, Lebanon**  
*June 2014*

## EXPERIENCE

**SLD (Sleiman for Logistics & Distribution)**  
**Junior Accountant**

**Abra, Lebanon**  
*Jan 2020 – Present*

- Posted and processed journal entries to ensure all business transactions are recorded.
- Organized and maintained financial records.
- Assisted the Accounting Manager in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines.
- Updated accounts payable and perform reconciliations.
- Prepared customer financial statements.
- Inputted and systematized client's information and accounts.
- Maintained customer confidence and protects operations by keeping financial information confidential.

**Khatib & Alami**  
**Data entry Officer**

**Beirut, Lebanon**  
*Jun 2019 – Jun 2019*

- Compiled, verified accuracy and sort information according to priorities to prepare source data for computer entry.
- Inserted customer and account data by inputting text based and numerical information from source documents within time limits.
- Researched and obtained further information for incomplete documents.
- Maintained information confidential.
- Responded to queries for information and access relevant files.
- Ensured proper use of office equipment and address any malfunctions.

**Bank Audi**  
**Trainee**

**Abra, Lebanon**  
*Jun 2016 – Aug 2016*

- Cash operations team: Assisted customers with processing transactions, resolved complaints or account discrepancies, informed customers about bank products and services. Tracked, recorded, reported and stored information related to transactions, bank supplies, and customers, ensuring all information is accurate and complete.
- Personal banking team: Supported clients with questions about account types and banking products such as money market accounts, loans and credit cards, submitted clients' requests to concerned bank department; reviewed and explained account charges; aided banking customers who are victims of fraud, theft or identity theft; supported customers with replacing lost or stolen credit or debit cards.

## ADDITIONAL SKILLS

- Computer Systems: Minerva (Accounting System), Microsoft Office (Word, Excel, PowerPoint, Access).
- Other Skills: Work under pressure, Team Work, Good communication and interpersonal skills.
- Languages: English (Advanced); Arabic (Native); French (Advanced)
- Interests: Sports, Documentaries and Movies.

## EXTRACURRICULAR EXPERIENCE

- Volunteer in PASTORALE UNIVERSITAIRE.
- Volunteer & Treasurer in Jeunesse Etudiante Chrétienne (JEC).
- Volunteer in MIDADE.
- Volunteer in social committee to defend kids right.