

## **RITA BASSIL**

Jbeil Main Street  
Bassil Building, 2nd Floor  
Byblos, Lebanon  
Home: 09/541276  
Mobile: 70/736179

Date of Birth: December 7, 1991  
Place of Birth: Byblos, Lebanon  
Citizenship: Lebanese  
Marital Status: Single  
Email: rita.bassil.7.12@gmail.com

### **Objective:**

Seeking a position in the Finance field where I can invest my educational background and working experience to contribute positively to the institution and achieve personal growth.

### **Education:**

June 2018:	Masters in Finance (in progress) Holy Spirit University of kaslik Kaslik, Lebanon
June 2015:	BA in Finance Holy Spirit University of kaslik Kaslik, Lebanon
July 2012:	Baccalaureate II in Sociology and Economics Anthony School Blat, Lebanon

### **Experience:**

May 2018 till July 2020:	Accountant Georges Abi Younes Audit Firm
Job Description:	Data and journal entry into the system Daily invoices and cash reconciliation Assist with operational tasks and special reports required by the team and management Monthly bank reconciliation
April 2016 till April 2018:	Accountant IPT Amchit
March 2015 till March 2016:	Cashier Falafel Abou Andre
August 2014:	Internship in Banking and Finance IBL Bank, Jbeil, Lebanon

**Computer Skills:**

Microsoft Office, Powerpoint and Excel

Excellent internet research skills

**Language Skills:**

**Arabic** (Mother Language)

**English** (Fluent)

**French** (Fluent)

**Hobbies:**

Swimming and traveling

**References:**

Available upon request.