



# Karen Moubayed

Senior Treasurer

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☎ +961 71 76 08 39

📍 Beirut, Lebanon

📅 25 October, 1992

## WORK EXPERIENCE

### Senior Treasurer

#### BA United Holding S.A.L

08/2016 - Present

Verdun, Lebanon

Real Estate

Achievements/Tasks

- Cash Management
- Bank Accounts Management
- Suppliers Accounting Management
- Cash Flow Reports
- Preparation of Checks, Transfers and Confidential letters

Contact: Darine Ayass (CFO) - +961 3 942 248

### Senior Accountant

#### Reed Developments SAL

06/2013 - 07/2016

Ain El Mrayse, Lebanon

Real Estate

Achievements/Tasks

- Supplier/Customer accounting management
- Suppliers, Customers and Banks Reconciliation
- Entering purchase invoices, Overheads and Capital assets
- Preparing receipts and payments
- Preparation of the depreciation table / Depreciation Entries
- Stock Management

## EDUCATION

### Accounting Information Systems

#### Lebanese International University

10/2016 - 06/2019

Beirut, Lebanon

### Accounting

#### Lebanese University

10/2010 - 06/2015

Ashrafieh, Lebanon

### Economic Science

#### Lycée Officielle Des Filles

10/2009 - 06/2010

Jdeideh, Lebanon

## SKILLS

Communication Skills

Time Management

Customer Service

Multi-Tasking

Work Under Pressure

Problem Solver

Microsoft Excel

Microsoft Word

Microsoft PowerPoint

Dolphin Software

PIMS Software

## LANGUAGES

Arabic



French



English



## INTERESTS

Swimming

Dancing

Movies

Music

Social Media