

Antoinette Hatem

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Business administration and management graduate

SUMMARY OF QUALIFICATIONS

- **Languages:** English, French and Arabic: native speaker.
- Accurate and detail-oriented finance professional skilled at managing accounts' payables, performing cost analysis, maintaining all accounting records and files, and assisting to developing budget estimates
- Effective communicator with great analytical skills and excellent teamwork abilities.
- Strong digital and computer literacy (Omega software, PIMs software, Orient software, Dash2 software, Microsoft Office etc.)
- Preparation of regular reports
- Volunteer at the "Lebanese civil defense"
- Volunteer at "Bonheur du ciel" NGO – Lebanon
- Volunteer at G NGO – Lebanon December 2017

EXPERIENCE



08/2021-08/2022

Junior Accountant

Lebanon

International Maritime Academy

- Verify completeness and accuracy of data and documentation for invoice data entry in order to facilitate month-end closings.
- Prepare cashflow
- Handle Banks and suppliers' reconciliation statements
- Issue the P&L report
- Prepare the payroll and pay slips for the company's employees
- Enter the salaries on the system
- Maintain the petty cash, and prepare cheques.
- Pay for the suppliers according to their statements on the system
- Prepare the payments and receipts for the suppliers or the students stamped from our department
- Assist in preparing the budgeting report and business plan
- Manage the supplies' stock (stationary, maintenance tools, fire fighting tools, etc.) and inventory according to ISO standards



08/2020-01/2021

Billing department

Lebanon

"Hotel Dieu De France" Hospital

- Manage the files, bills and insurance claims for the patients.



07/2018-05/2020

Students job

Lebanon

Bibliothèque Orientale – University of Saint Joseph

- Handling old books, renumbering and reproduction with a Nikon camera.



08/2019-08/2019

Internship

Lebanon

Wookood petroleum

- Manage filling, inventory, data entry, prepare schedules, prepare salaries, and deal with the suppliers..



06/2019-07/2019

Internship

Lebanon

Sebastien Office – “The Bosta” restaurant

- Manage filling, inventory, data entry, prepare schedules, prepare salaries, and deal with the suppliers..



08/2018-02/2020

Waitress, Hostess and Cashier

Lebanon

“The Bosta” restaurant

- Greet and help the customers, take orders, feedbacks, follow up, handle phone calls, and provide excellent customer service...



07/2017-07/2018

Waitress, Hostess and Cashier

Lebanon

“Atyab” restaurant

- Greet and help the customers, take orders, feedbacks, follow up, handle phone calls, and provide excellent customer service...

EDUCATION



2020

BA in business administration and management

University of Saint Joseph - BEIRUT



2017

Lebanese Bacallaureate – Sociology and Economy

Central College - JOUNIEH