

Rita Samir Assaf

Lebanon - Bouar



Nationality: Lebanese

Date of birth: 01/08/1998

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PROFESSIONAL EXPERIENCE

- August 2020 - present: **Payable accountant – Abu Dhabi National Paper Mill, member of ADNIP group**
 - Enter invoices and other transactions;
 - Generate supplier statement of accounts;
 - Prepare supplier invoices for payments;
 - Receive and verify invoices;
 - Insure overdue payments;
 - Reconcile accounts;
 - Credit card entry.
- June - August 2018: **Training in the accounting department – Unipak Tissue Mill, member of INDEVCO group, Lebanon**
 - Supplier invoices: local and foreign (fuel, spare parts, repair order ...) using MACC software;
 - Pricing (quantity, price per unit, total price) using IMS software;
 - Checks (bank choice depending on the interest rate...);
 - Reconciliations: bank reconciliation and supplier reconciliation;
 - Filing;
 - CRV.

EDUCATION

- 2016 – 2019: **Bachelor in Business Administration and Management**

Saint Joseph University (USJ) - Faculty of Social Science, Beirut

- 2007-2016: **French and Lebanese Baccalaureate, Life Science option (SV)**
Marist's Brothers College - Amchit
- 2002-2007: **St Joseph College - Antoura**

OFFICE SKILLS

- Microsoft Office (Word, Excel, Power Point)
- Oracle system

LANGUAGES

- **Arabic:** Mother Language
- **French:** Read, write and speak (very good)
- **English:** Read, write and speak (good)
- **Spanish:** Read, write and speak (weak)

VOLUNTEERING

- Summer 2015: **Byblos Ecologia**

REFERENCES

Available upon request.