

WORK EXPERIENCE

Accountant

Serum Products sarl

03/2021 - Present

Beirut, Lebanon

Achievements/Tasks

- Maintain the general ledger operations
- Support the month end close process
- Audit, process, and pay vendor invoices in an accurate and timely manner
- Preparing bank, customers and vendor reconciliations
- Record account payables and account receivables of the company
- Assist in tax and salaries preparation

Call Center Operator

Live Love Beirut-NGO

11/2020 - 02/2021

Beirut, Lebanon

Achievements/Tasks

- Respond to calls on Live Love's hotline to take requests from beneficiaries affected by Beirut Blast or economic crisis
- Record the data from calls received from beneficiaries on Live Love's software
- Follow up and coordinate with the necessary team for cases that need immediate attention

Accountant

Akil Audit Office

03/2019 - 07/2019

Beirut, Lebanon

Achievements/Tasks

- Record sales and purchases invoices
- Preparing employees' salaries
- Monitor bank accounts with the company

EDUCATION

Master Research in Accounting and Finance

Lebanese University-Faculty of Economic Sciences and Business Administration

2018 - 2020

Beirut

Bachelor Degree in Accounting and Auditing

Lebanese University-Faculty of Economic Sciences and Business Administration

2015 - 2018

Beirut

SKILLS

Microsoft Office

SPSS Software

Netica Software

Accounting Information Systems

Leadership

Self-motivation

Communication

Team work

Patience

WORKSHOPS

Nawaya Network (NGO) (11/2020 - 03/2021)

Internship and online skills training sessions

Jobs For Lebanon (JFL) (03/2021 - 04/2021)

Training with personal career coach

LANGUAGES

English

Full Professional Proficiency

Arabic

Native or Bilingual Proficiency