

Nour Shehadeh

Mobile: 76896966

Objectives

Carry out month-end close responsibilities - prepare financial statements and reports - present variance analysis and explanations - prepare balance sheet reconciliations - tax information for tax department - assist with special projects as assigned - review accounts payable and accounts receivable - prepare tax schedules - present all monthly and year-end financial statements and accounts

Experience

Private teacher (2012-2019)

Private teacher for all main subjects in English language for grade 2-3-4-5-6-7-8-9.

Private English courses (2012-2019)

Giving private courses of English language for grade 2-3-4-5-6-7-8-9- 10 -11 - 12.

Sales Executive at Household and Electrical Store – Summer job (2010 – 2015)

Contact new and existing customers to discuss needs

Emphasize the features of products to highlight how they solve customer problems

Answer questions about the products

Help customers to satisfy their needs

Responsible of collecting money from customers

Training in accounting (2016)

Art metal training as an accountant: - follow up daily purchases and sales - carried out month end _close with and vendors and customers - prepare financial statements and balance sheet - prepare tax schedule - responsible for

all accounting transactions (bank, tax, etc...)

Accountant - all accounting operations (2017)

responsible for accounting operations for many companies at auditing firm: - follow up yearly accounts for hotels, restaurants, trading companies, etc... - follow up daily purchases and sales. - make daily accounting restrictions. - carried out month end _close with and vendors and customers. - prepare financial statements and balance sheet. - prepare tax schedule. - Fill in yearly financial data. - responsible for all accounting transactions. (bank, taxes, etc...)

Sales and Purchasing Manager (2018-2021)

Art Metal sales and purchasing department:(stainless steel and metal) - responsible for all sales and purchasing operations - follow up the lack of materials responsible for preparing the cost and pricing of materials - coordinate and follow up with vendors and customers - deal with AutoCAD drawings and design items for customers.

Key Skills

Computer Skills:

- PowerPoint, Microsoft Word, Excel: very good.
- Outlook, Gmail, social media, general internet: very good
- silicon program: good
- noria program: very good
- AutoCAD: beginner

Qualifications

Accounting TS1 + TS2 (graduated)

Superior Technician Diploma - institute (2013-2014 +2014-2015)

Bac 2 -Science x

High school - (2011-2012)

Bachelor's Degree in English Literature

Lebanese university - Class of 2021

Accounting L.T.(graduated)

Technical License Diploma - institute (2019-2020)

Languages

English

Personal Information	Arabic (native)	
	Father Name: Mohamad	Marital Status: Single
	Date of Birth: 10/2/1995	Address: Choueifat,tero
	Nationality: Lebanese	
References	Request On Demand	