

# Tracy Georges El-Asmar

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Address: Hadat, Beirut, Lebanon.

Date of birth: February 28<sup>th</sup>, 2001

## **Objective:**

To obtain a challenging position in my field of study and expertise with an opportunity for rapid promotion and advancement.

## **Professional experience:**

**UFICO S.A.L.**

February 2021 – till present

- Performing accounting tasks including bookkeeping, statement of accounts, issue invoices, credit notes and debit notes.
- Post and process journal entries.
- Perform reconciliations on a regular basis.
- Filing and recording accounting and legal documents.
- Preparing income tax declaration, VAT reports, social security contribution reports, tax on salaries & other social security reports, payroll distribution, and cash balances.

## **Education:**

2019-Present      Bachelor's degree in Business Administration, Lebanese Canadian University

2018-2019      Lebanese Baccalaureate degree in Life Science, L.O.J.F Chiyah

**Personal Skills:**

- Excellent Interpersonal skills.
- Reliable and able to work under pressure.
- Excellent organization and communication skills.
- Tactful and discreet as my position exposes me to confidential information.
- Flexible, adaptable and takes initiative.
- Strong personality and Team player.

**Other Skills and Languages:**

- Full knowledgeable in MS Office Professional
- Fluent in written/spoken English and French (i.e. Native Arabic Speaker)

**Reference:**

Available upon request