

PAMELA EL HELOU

Address: Baabda Ste. Famille Street Botrous El Helou building Beirut, Lebanon
Phone: 00 961 71 98 71 98 / 00 961 5 92 33 65 **Email:** pamelahelou79@outlook.com
Nationality: Lebanese **Date of Birth:** 04/01/1998
Marital Status: Single

EDUCATION

October 2018 – June 2020: Masters in Business Administration - Banking and Finance
Antonine University – Baabda
October 2016 – June 2018: Bachelor in Business Administration - Banking and Finance
Antonine University - Baabda
2014 – 2016 : Lebanese Baccalaureate 2 – Economic Science
Collège de la Notre Dame de la Delivrande - Araya
2000 – 2014 : Lebanese Baccalaureate 1
Sainte Famille Française – Baabda

PROFESSIONAL EXPERIENCE

December 2020 – Present
IN GOOD HEALTH - Beirut Downtown – Lebanon

Administrative Officer

- Records and reconciles accounting transactions
- Review daily bank balances of all group entities to facilitate proper banking management
- Assist in performing monthly intercompany accounts 'reconciliation to ensure completion and existence
- Assist in performing the daily cash position and ensure the accuracy of the situation before executing any bank transaction
- Prepare monthly consolidated financial statements and monthly budget to actual figures
- Analyze expense variances for the company
- Prepare the daily collection process with an external auditor to produce the monthly reports of Profit and Loss and balance sheet
- Develop financial strategy in alignment with company's overall strategy
- Maintain records and receipts for all daily transactions
- Update accounts receivable and issue invoices
- Handle petty cash funds and related data entry
- Update calendars and schedule meetings

2016 – 2020

AL YAREZ LEISURE CLUB - Yarzé – Lebanon

Front Desk Officer

- Supports the Finance Officer in extracting information and generating reports
- Assists the Finance Officer with data input in the budget instructions
- Data entry for receipts and internal vouchers
- Responsible for payments through payments vouchers
- Preparation of financial reports for various sports activities
- Preparation of monthly payroll for around 25 monitors
- Produce monthly reports of Profit and Loss for sports activities
- Review financial working papers and suggest appropriate changes

01-07-2017 till 31-7-2017

Société Générale De Banque au Liban - Hazmiyeh – Lebanon

Teller – Internship

- Strong interest in the banking software and ATM machine
- Ability to identify various services and products of a bank
- Effectively cooperate and communicate with the support team
- Solid knowledge of financial operations and transactions
- Analyze the process of loan approval

LANGUAGES

French (Very good), English (Very good), Arabic (Excellent)

COMPUTER SKILLS

Microsoft Word, Excel, Outlook, Power point, Software Applications & Programming.

REFERENCE

Available Upon Request