

NADIA ARBID

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CAREER OBJECTIVE

Seeking a challenging job and career in the Business and Accounting domain.

EXPERIENCE

ARMTECH TRADING

Lead Accountant and Coordinator, Sept 2017 – Present

Prepare financial statements, balance sheets, and assist with tax audits.

Support trimester-end and year-end close processes.

Plan, assign and review staff's work and prepare employee scheduling.

Plan ways to improve efficiency and prepare revenue projections.

Manage accounts and bookkeepers and stock movements.

MARBEX

Lead Accountant, Oct 2014 – Aug 2017

Perform all accounting related activities including balance sheets, income statements, data entry, data analysis, budgeting.

Analyze financial information.

Provide input for the accounting department target setting process.

ISSAM KABBANY'S AGENCY

Accountant, Aug 2013 – Sept 2014

Issue statements including balance sheets, income statements.

Compile information needed for data entry and analysis.

GLASSPRO CO.

Receptionist Intern, Jun 2012 – Sept 2012

Provide customer service and write feedback forms.

Compile data entry excel sheets.

FIRST NATIONAL BANK

Teller Intern, Jul 2011 – Aug 2011

Complete customer transactions and provide account and customer service.

EDUCATION

AMERICAN UNIVERSITY OF SCIENCE AND TECHNOLOGY (AUST)

Master's Degree in Marketing (Jun 2016)

AMERICAN UNIVERSITY OF SCIENCE AND TECHNOLOGY (AUST)

Bachelor of Science in Business Administration (Jun 2013)

EASTWOOD COLLEGE

High School Diploma (Jun 2009)

ADDITIONAL SKILLS

Silicon Accounting Systems

Trust Management Solutions (TMS)

Customer Service

Microsoft Office (Word, Powerpoint, Excel)

LANGUAGES

Arabic (Native)

English (Fluent)