

## **Liliane Fadi Turk**

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### **Career Objective:**

Seeking to be a member in your company to work hard within honesty, creativity and looking forward. where I have 2 years of experiences in Business Accounting within a challenging environment. In addition to my experiences in Business Administration Assistance. I am looking for an Accounting Job.

### **Work Experiences:**

- 1- Working as an Accountant in **"Anis Hariri Company"** (Jul 2021–Dec 2021)
  - sales invoices, funds reconciliation statement and cashier.
- 2- Working as an Accountant in **"keto Food Company"** (March 2021–Jul 2021) on Praxis program:
  - Data entry: payments-receipts-expenses and purchases.
  - Reconciliation statements of payable and receivable, preparing financial reports.
- 3- Working as an Accountant in accounting office **"Nobel for Auditing"** (May 2019–Feb 2020) on Silicon program:
  - Journal entries. Accounting & taxation: TVA, payroll tax, social security, preparing financial reports, collecting and analyzing.)
- 4- Working as a sales woman in Accessories shop, (2015 – 2017)
  - Customer services and cashier.

### **Education:**

- BA in Business Accounting, in addition to the British Degree with very good appreciation – Arab Open University 2016 – 2020.
- Lebanese Baccalaureate-Social- economy 2015 – 2016.

### **Training:**

- Online internship with The Nawaya Network and Unicef in soft skills and coaching sessions as a part of the Career Path Program (Jan 2021– March 2021).
- Human Resources intern as a management assistance in Ana Aqra Association (Oct 202–Nov 2020).
- Internship in Credit Libanais (June 2019), position of customer services.
- Participant in “Pro Training Center” about trade laws, Lebanese labor, social security, income tax, permits and reporting, with direct application on accounting software. supervised by Mr. Hussein Mohammed Zuhay for 1 month of 2018.

### **Certificates:**

- Online training with the BCA Intentional Audit Advisory Training in preparing financial statements held on 27/1/2021.
- Online course about Writing Professional Business Email from Udemy supervised by Hadir A.Elbadry 8/2020.
- Online participation about the Head start from “INJAZ Lebanon” 7/2020.
- Online participation about the Basic of Digital Marketing from “INJAZ Al Arab” 6/2020.
- Economic Empowerment Program - JOB skilling Training – Steer Your Career from “INJAZ Lebanon & Spark organization” for 2 months of 2018-2019.
- Preparing statement of cash flows, from “BCA International Audit Advisory Training” supervised by Mr.Wael Jawhar 12/2018.

### **Skills:**

- High level of Communication skills in team work and analytical.
- advanced level in Word, excel and power point.
- Fluency in Arabic.
- Intermediate level in English and French.
- Beginner level in Turkish.

**Reference:** Available on request.

