

HABIB MICHEL NASSIF
Kesserwan, Mount Lebanon
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EDUCATION

From 2016 to Present	Lebanese University, Faculty of Business & Economics, Achrafieh
From 2020 to Present	Masters in Accounting and Audit
From 2016 to 2020	Bachelor Degree in Accounting and Audit
 From 2002 to 2016	 St. Joseph School -Zouk Mikael
	Lebanese Baccalaureate in Sociology and Economics

WORK EXPERIENCE

From 2020 to Present	Nahabia Consultancy (Accounting and Audit Firm)
From Apr 2020 to Present	Position held: Junior Accountant <ul style="list-style-type: none">• Invoice Management• Journal Entry• Bank Reconciliation• Working with NGO (GVC – ACTED – SI – CARE...)• Employee Registration and Deregistration at the NSSF and MOF• Preparing Family Allowances• Preparing End of Service Calculation and Report• Preparing Monthly, Quarterly and Yearly Financial Reports• Preparing Income Tax Declaration• Preparing VAT Report• Preparing Audit Report• Monthly Visits
From Feb 2020 to Apr 2020	Position held: Intern <ul style="list-style-type: none">• Data Organization• Journal Entry• Filing Procedures• Learning National Social Security Fund (NSSF) transactions• Learning Ministry of Finance (MOF) transactions

CERTIFICATION AND SKILLS

- Advanced Computer and technical skills (MS Excel, Word, Power Point, Dolphin, Silicon, BAYANAT)
- Teamwork and collaboration skills
- Problem-solving and critical thinking abilities
- Time management and organizational skills
- Advanced mathematical and statistical knowledge
- Ability to work under pressure and meet tight deadlines

LANGUAGES

- Arabic: Native
- French: Fluent
- English: Advanced

ACTIVITIES AND INTERESTS

- Member of IMAC Lebanon “International Movement of Apostolate of Children”.
 - IMAC ST. Georges Zouk Mikael Branch Leader.
 - IMAC Kesserwan Treasurer.
- AIKIDO
- Football
- Basketball
- Hiking
- Ski