

Education

<i>Sept '13 - June '16</i>	Saint Joseph University (U.S.J.) Bachelor of Business Administration and Management	<i>(Beirut, Lebanon)</i>
<i>Sept '12 - June '13</i>	La Roche Antonine Baccalaureate in Life Sciences	<i>(Beirut, Lebanon)</i>

Experience

<i>Oct '18– Present</i>	RATC Offshore , Junior Accountant <ul style="list-style-type: none">• Entering day to day transactions;• Reconciling clients and suppliers accounts;• Handling journal entries from A/P, A/R, to expenses; and• Conducting monthly bank reconciliations.	<i>(Beirut, Lebanon)</i>
<i>April '17 – Sept '18</i>	Abiad Group, Junior Accountant <ul style="list-style-type: none">• Entering day to day transactions;• Reconciling clients and suppliers accounts;• Handling journal entries from A/P, A/R, to expenses;• Conducting monthly bank reconciliations;• Assisting in monthly payroll preparation; and• Preparing PVs and cheques.	<i>(Beirut, Lebanon)</i>
<i>July '15 - Aug '15</i>	Bank AUDI, Consumer Lending Intern <ul style="list-style-type: none">• Contacted vehicle dealers and bank branches concerning missing documents; and• Prepared contracts and sent them to the branches.	<i>(Beirut, Lebanon)</i>
<i>June '15 - July '15</i>	Bank AUDI, Commercial Banking Intern <ul style="list-style-type: none">• Performed basic banking operations from cash deposits to account transfers; and• Shadowed customer service and operations personnel.	<i>(Beirut, Lebanon)</i>

Software

Visual Dolphin, SoftOffice, Microsoft Excel, PowerPoint, and Word.

Languages

Fluent in Arabic and French, intermediate in English.