

# Rodrigue Bou Zerdan

## Business Administration Studies in Accounting

At this stage in my career, I am interested in expanding my professional horizons by seeking new challenges in the accounting industry. My background in public accounting has provided me with the opportunity to work on international regulation. This has presented me with a diverse range of issues that have allowed me to develop my problem-solving skills.

✉ rodrigue.bouzerdan@gmail.com

📍 Chawyeh-Bet Chabeb-Chawyeh Main road-Youssef Bou Zerdan Building-1st floor, Metn, Lebanon

📞 961-78-955798

📅 11 March, 1994

## WORK EXPERIENCE

### Finance Department Internship SIREN Associates

07/2021 - 12/2021

#### Achievements/Tasks

- Ensuring the accuracy of financial documents and managing all accounting transactions and preparing financial reports, with relevant laws, policies and regulations.
- Processing tax payments and returns.
- Ensure timely bank reconciliation monthly, quarterly and annual closings.
- Handle prepaid/accrued expenses and reconcile accounts payable/receivable.
- Preparing cash flows and calculating depreciation and amortization.
- Maintains payroll records by preparing employees salaries by the end of each month, calculating taxes/CNSS, and inputting data.

Contact : Rania Salem - 03-435005

### Sales Coordinator Le Blé Croissant S.A.R.L

06/2018 - 01/2021

Ain Alak, Metn, Lebanon

#### Achievements/Tasks

- Managed Fast-Moving Consumer Goods (FMCG) in order to enhance business development and maintain sustainability and customer satisfaction.
- Monitored customer buying trends, market conditions and competitor actions to adjust strategies offers and achieve sales goals and meet quotas.

Contact : Hisham Dawwaf - 03-733410

### Executive Sales Assistant Genova Bags Safar Tradind CO S.A.R.L (SAFCO)

04/2014 - 09/2016

Mazraat Yachouh, Metn

#### Achievements/Tasks

- Communicate customers and offered assistance with selecting merchandise, finding accessories and completing purchases.
- Follow-up Container confirmation until it arrives to warehouses.

Contact : Elie Sarraf - 03-395960

### Cashier Storiom Saliba Store Department SARL

03/2013 - 03/2014

Kornet Chehwane, Metn, Lebanon

#### Achievements/Tasks

- Efficiently processed new orders, completing daily transactions with remarkable accuracy.

## EDUCATION

### Bachelor in Business Management Accounting Arab Open University (AOU)

2019

## TECHNICAL SKILLS

Extensive knowledge in SAP ERP software.

Good understanding of accounting, financial analysis and data analytics principles and practices.

Thorough understanding in Microsoft office.

## SOFT SKILLS

- Ability to Work Under Pressure.
- Organization and attention to detail.
- Analytical and problem solving skills.
- Teamwork.
- Ability to resolve all efficiency associated issues

## LANGUAGES

Arabic  
Native or Bilingual Proficiency

French  
Full Professional Proficiency

English  
Full Professional Proficiency

## INTERESTS

Football

Biker

Basketball