

Alaa Terro

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Address

Barja
Lebanon

Profile

I am an experienced Business administration in general, a full-time position in the field of accounting, where I can apply my knowledge and skills for continuous improvement. Also to pursue a dynamic and challenging career to enhance professional skills while getting a high level of satisfaction and recognition

Work experience

Rifaat Baroud for trading ▪ Daraya ▪ Lebanon

Accountant

05/2020 – 05/2021

I had worked in الميزان برنامج where I entered data, also I make invoices

Khalife for oil&lub. ▪ Ghazieh ▪ Lebanon

accounting

08/2019 – 09/2019

In accounting and invoices

Education

Beirut Arab University ▪ Debeyeh ▪ Lebanon

Business Administration- Accounting

2018 – 2020

Cumulative GPA: 3.43

Lebanese University ▪ Hadath - Bierut ▪ Lebanon

Accounting

11/2021 – present

Skills

- Review company expenses
- Issues invoices
- update account receivables
- Post and Process Journal entries to ensure business transactions
- Review company expenses
- contribution in research and communication
- Perform suppliers reconciliation and update account payables
- prepare reports and documentation
- consolidate, scan for the shipments

Certifications

- Global Digital literacy IC3 (certificate)
- certificate financial institute
- Certificate in Business Administration