

Eliane Azzam

Accountant

Strength: Fast learning and adaptation



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Metn, Lebanon



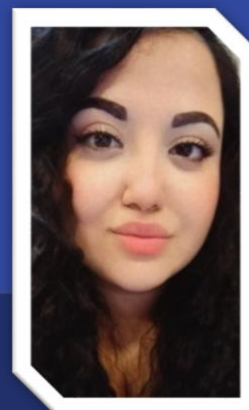
Lebanese. D.O.B 20.08.1993



Single



Arabic (Native), French, English



EDUCATION

Bachelor's degree in Audit

Lebanese University Faculty of Economics and Business Sciences, Achrafieh – Karm El Zeitoun
2017

Baccalaureate II in Economics & Sociology

École des Sœurs des Saints Cœurs de Jésus et de Marie, Bauchrieh
2011

PROFESSIONAL EXPERIENCE

Accountant

Central Financial Department, Congrégation des Sœurs des Saints Cœurs de Jésus et Marie, Tabaris

11/2020 – Current Date

*The central financial department oversees and manages the harmonious activity of 30+ congregational institutions (schools, hospitals, dispensaries, convents etc.)

- Bookkeeping
- Handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable
- Ensure timely bank payments and other payments
- Manage balance sheets and profit/loss statements
- Manage Invoices and payment control
- Arrange and control the receipt of primary documents.
- Liaise effectively with internal departments and external organizations, including banks, schools...

- Prepare the payroll

Administrative assistant

Training center for teachers « Service de la Pastorale des Adultes », Congrégation des Sœurs des Saints Cœurs de Jésus et Marie, Tabaris

03/2016 – current date

- Manage correspondence and schedules
- Contacting benefactors and NGOs for funds and submitting required reports
- Preparing statistics
- Collecting content for the trainings from relevant websites and reviews
- Preparation of support material (PowerPoint, documents) for the trainings
- Prepare training material and logistics
- Archive attendance sheets and reports
- Translate training documents from English and French to Arabic

Wholesales and Purchase Officer

Halim, Bauchrieh

07/2015 – 02/2016

- Research potential vendors
- Compare and evaluate offers from suppliers
- Negotiate contract terms of agreement and pricing
- Track orders and ensure timely delivery
- Enter order details (e.g. vendors, quantities, prices) into internal databases.
- Maintain updated records of purchased products, delivery information and invoices

- Monitor stock levels and place orders as needed
- Coordinate with warehouse staff to ensure proper storage
- Prepare wholesales quotations
- Contact new and existing customers to discuss their needs and explain how specific products and services can meet these needs
- Answer customers' questions about the prices, availability, and uses of the products they are selling
- Ensure orders delivery on time and prepare invoices
- Follow up with customers to make sure that they are satisfied with their purchases and to answer any questions or concerns they might have

Medical imaging invoicing Operator

Geitaoui Lebanese Hospital, Achrafieh
09/2014 – 07/2015

- Schedule patients' appointments and answer any questions or concerns they might have
- Fill the different insurances forms to get prior authorizations for patients and track the approval process to make sure the patients are covered
- Prepare invoices, receipts and record payments
- Fill the patient's medical image request and submit it to the radiologists
- Collect all the documents needed and maintain patients files to be transferred to the accounting and insurance companies.
- Synchronize with accounting and collaborate with the auditing

Teller Intern

BLC Bank, Dora
09/2013-10/2013

Summer day camp Manager

Academy Of Excellence, Bauchrieh
08/2013 – 09/2013

Private tutor

Academy Of Excellence, Bauchrieh
11/2012 – 06/2013

Sales and cashier

Halim, Bauchrieh
08/2011 – 11/2011

WORKSHOPS AND SEMINARS

« Leadership, Teamwork and Time Management »
« Disaster Management »
« Human Rights »
« Youth and Health » ...

Lebanese Red Cross, Youth Department
2010-2015

LANGUAGES

Arabic : Native

French : Excellent

English : Very Good

OTHER DIPLOMA

First Aids Certificate

Lebanese Red Cross
2014

COMMUNITY INVOLVMENT

Member of "Groupe Missionnaire", SSCC Bauchrieh
2008-2009

Member of The Lebanese Red cross, youth department, Bauchrieh branch
2010

General Assembly, Lebanese Red cross, youth department, Bauchrieh branch
2012

Public relations manager, Lebanese Red cross, youth department, Bauchrieh branch
2013

Secretary, Lebanese Red cross, youth department, Bauchrieh branch
2014