

RIM HASSAN HAJJ CHEHADE

Senior accountant

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OBJECTIVE

Motivated Senior Accountant eager to provide accounting assistance and promote affirmative experiences.
Highly skilled in Excel and Accounting Software.
Hoping to be on par and exceed your baseline for your open positions in Accounting Department.
Aiming to be a Chief Accountant and willing to have a CPA certificate.

PROFESSIONAL EXPERIENCE & INTERNSHIPS

September 2019 – Jun 2020 **Private Tutor**

Private tutoring for accounting major students (Professional and university), subjects in Arabic and English.

July 2020 – September 2021 **Internship** **PRACTICAL ACCOUNTING ACADEMY** **SAIDA**

"AN INSTITUTE MANAGED AND SUPERVISED BY SWORN ACCOUNTANTS BEFORE THE COURTS"

Received direct hands-on training and practice on all accounting transactions ranging from simple data entry, going through Reconciliations, and all the way up to Tax declarations and NSSF.

September 2021 **Senior Accountant** **PRACTICAL ACCOUNTING ACADEMY** **SAIDA**

Completed 1 year of Practical Accounting Training on Accounting Software , Data Entry, Accounting Transactions, Sales and Purchasing, VAT, Salaries and Wages, Accounts Reconciliation (Customers, Suppliers, Banks), Income Tax Declaration, Profit and Loss, Balance Sheet, Analysis of Trial Balance, Contracting, Payroll, NSSF.

OCTOBER 2021 **SENIOR ACCOUNTANT
& ADMINISTRATIVE** **UNITED ESTABLISHMENT FOR TRADING AND
MANUFACTURING- AL GAZELLE FACTORIES**

ALL THE ACCOUNTING TRANSACTIONS, SALES AND PURCHASING, CUSTOMS AND CLEARING, COMMUNICATIONS WITH CUSTOMERS AND SUPPLIERS, VAT DECLARATION, ACCOUNTS RECONCILIATION, STOCK INVENTORY, FACTORY SUPERVISOR, STORE MANAGER, STOCK KEEPER, WAREHOUSE GUARD, POINT OF SALE, CUSTOMER SUPPORT, FOOD SAFETY MANAGER (ISO 22000), BILLS AUDIT.

EDUCATION

2021 - 2022 Master two professional in accounting and auditing
2020 - 2021 Master one degree in accounting and auditing
2017 - 2020 BS in Business Management- Accounting and Auditing
Lebanese University – Hadath & Ashrafiyeh

2017 Baccalaureate Degree in Life Science
Grand Lycee High School – Daraya

WORKSHOPS & SEMINARS

September – 2021

Completed workshops with Practical Accounting Academy (Cost accounting, Customs and clearing)

LANGUAGES

Arabic | French | English

SKILL HIGHLIGHTS

MS: Windows, Word, Excel, PowerPoint, Access, Visual Studio
Accounting Software (Bird, Noria)
Knowledge of Python, C++
Knowledge of Financial Reporting Methods and International Standard on Auditing (IFRS , ISA)
Ability to adapt to new condition
Ability to work as part of a team or individually
Good communications skills

REFERENCES

- Available upon request
- Practical Accounting Academy
 - Phone : 71 353 818
 - Email : info@paa-lb.com
 - Website : www.paa-lb.com