

Bakhos Bou Daher

Accountant and Economics Tutor with over 4 years of practical working experience

Email: bakhos_boudaher@hotmail.com

Phone: (+961) 71 64 63 08

Address: Zgharta, Lebanon

Nationality: Lebanese - Venezuelan



Personal Profile

A highly resolute and competent Accountant and Economics Tutor with over 4 years of practical working experience in business and accounting. Throughout my career experience, I have held multiple positions of increasing importance in responsibility. Providing a dynamic character with top-notch communication skills, management skills, leadership, and accounting. I believe that I can contribute to achieving company's goals with my persistence and hard work. I am perceived as a hardworking, focused, and organized individual.

Core Competencies and Skills

- Communication and Interpersonal Skills
- Analytical and Critical Thinking
- Punctuation and Time management
- Problem-Solving
- Team Leadership
- Reporting and Bookkeeping
- Omega software, SPSS
- Microsoft Office Tools (Word, Excel, Outlook)

Experience

Cashier ◦ Barvu Lounge, Ehden

July 2020 - Present

- Welcoming customers, answering their questions, helping them locate items, and providing advice
- Operating scanners, scales, cash registers, and other electronics.
- Balancing the cash register and generating reports for credit and debit sales.

Accountant & Website Content Developer ◦ Joud Soutou Jewelry

August 2019 - Present

- Verifying and posting all accounting transactions such as prices, invoices, credit notes, payments, checks, receipts, and journals.
- Using scripting languages, management tools, content creation tools, applications, & digital media.
- Conferring with teams to resolve conflicts, prioritizing needs, and developing content criteria & solutions.
- Preparing financial status and periodic reports, inventory control, accounts reconciliations, assisting with tax audits, and analyzing revenues.
- Performing monthly balance sheet, auditing, income statement, trial balances, accounts payable and receivable, and financial position/budget variance analysis.
- Preparing letters of transfers and checks, LCs and LGs, end-of-year reconciliation, and provisions.

Economics Private Tutor for BACC II students

2018-Present

Accounting Intern - Family Medical Center Hospital (FMC)

2018

Banking Intern - Credit Libanais Bank, Zgharta

2017

Academic Background

Master's Degree in Business Administration, Finance, MBA ◦ Lebanese International University

2020

Bachelor's Degree in Banking & Finance, BBA ◦ Notre Dame University

2018

Trainings, Certificates and Volunteers

- **Certified** training sessions of “Leader’s Academy - Economic Foundation for a Free Prosperous Lebanon” accomplished by the Lebanese Institute for Market Studies, 2018
- Top 5 **Winner** in the “Virtual Stock Exchange” competition at Notre Dame University, 2018
- **Certified** training session in the Lebanese Red Cross, Mountain Rescue Unit, 2016
- **Volunteer** and Emergency Medical Technician at the Lebanese Red Cross, Zgharta sector, 2014-2017

Languages

- **English-Professional**
- **Arabic-Native**
- **Spanish-Good**
- **French-Intermediate**