

# Reeda Bakkour

## Junior Accountant/Administrative Assistant



### Areas of expertise

Office management  
Administrative support  
Minute taking  
Accounting  
Report writing  
Presentations  
Diary management

### Personal Details

Reeda A. Bakkour  
Aramoun,  
Lebanon  
Mobile: 03-799906  
Reedabakkour@gmail.com

Born on June 28<sup>th</sup>, 1994  
Nationality: Lebanese

### Profile

A highly competent, motivated, and enthusiastic administrative assistant and Accountant with experience of working as part of a team in a busy office environment and the ability to work under pressure. Well organized and proactive in providing timely, efficient, and accurate administrative support to office managers and work colleagues, while protecting the credibility of organization.

### Experience

**Junior Accountant**, Silk Mile Logistics; Achrafieh —June 2021– Present

- Maintain day to day cash/bank transactions.
- Daily follow up on exchange rate to update rate history on the software
- Handle monthly, quarterly, and annual closings
- Ensure timely client/supplier reconciliations and follow up with receivables/payables
- Reinforce financial data confidentiality and conduct database backups when necessary
- Comply with financial policies and regulations
- Make sure to follow up with the operation team regarding supporting documents to check with our cost and selling price and send official receipts to the client.
- Ensure we meet accounting standards by keeping in contact with our auditor
- Responsible of updating list of assets
- Issuing sales invoices and sales receipts with updated statement of account to clients from accounting software Wizard.

**Administrative Assistant**, Smile Design Clinic/Dental Tools Mar Elias; Hamra —August 2015– June 2017

**Administrative and Dental Assistant**, Specialized Dental Clinic; Hamra – January 2013- October 2014

- Meeting and greeting clients and visitors to the center.
- Handling incoming/outgoing calls, correspondence and filing.
- Faxing, printing, photocopying, filing, and scanning.
- Processed and reconciled cash receipts, made deposits, and prepared reports
- Was in charge the company petty cash during my time at Smile Design Clinic
- Dealt with the weekly payments to different suppliers.
- Monitoring inventory, office stock and ordering supplies as necessary.
- Updating & maintain the holiday, absence and training records of staff.
- Raising of purchase orders and invoice tracking.
- Creating and modifying documents using Microsoft Office.
- Updating, processing, and filing of all documents

## Education

- Lebanese University, Beirut— Master of Finance, Graduation 2019.
- Lebanese University, Beirut— Bachelor of Finance, Graduation 2017.

## Skills

- Strong organizational, administrative, and analytical skills.
- Excellent spelling, proofreading and communication skills.
- Ability to maintain confidentiality.
- Ability to produce consistently accurate work even whilst under pressure.
- Ability to multi-task and manage conflicting demands.
- Ability to work with little supervision and track multiple processes.
- Excellent communication and interpersonal skills
- Keen on working in a fast-paced environment
- High attention to details
- Possess advanced computer skills such as Microsoft office use
- Familiar with accounting software
- Highly organized

## Language

Fluent in Arabic and English  
Beginner level in Turkish

## Hobbies

- Rescuing and Fostering strays
- Stargazing
- Reading
- Astrology
- Hiking
- Traveling
- Puzzle Games