

## **Manuel Tannous**

I am a junior accountant that will be graduated soon  
searching for a job where I can improve myself and my skills  
and use the fundamentals of accounting .

- Personal skills :
- Operations data entry
- handling invoices
- statements of accounts
- income statements
- statements analysis
- monitoring spending and budgets
- Advising on how to reduce costs and increase profit
- Working under pressure
- Keeping account books and systems up to date
- Organizing time and work

### **Work Experience**

#### **2021: junior accountant at Vegico :**

- making expenses statement and paying attention on every small expense
- Making invoices
- cash statement
- SOA
- Statement analysis
- Income statement
- balance sheets
- suppliers statements
- waste
- accounts receivable and accounts payable

#### **2021 : junior accountant at mini market Maz :**

- entering invoices on statement
- cash statement
- income statement
- suppliers statements

#### **2021: internship at bank Bemo :**

- Bills and cards
- Internal audit
- Working on risk management
- Project management

- communication

### **2019 : some part time jobs :**

- Monitor at a summer school : taking care of children , teaching them ...
- Smiley mizo animation : standing on gaming stations at mall , wearing mascots...

At these part time jobs I started learning how to take responsibilities , leading , organizing...

## **Education**

**2019 :Université la Sagesse (ULS) faculty of  
Business administration Bachelor's degree in accounting and auditing**

**2019 : Notre Dame Du Perpetual Secours NDPS**

## **Computer Skills**

**Excel , Microsoft Word, Power point, Media, HTML , power BI**

## **Languages: read, spoken, written:**

Arabic, English , French

## **Hobbies**

Making projects and researches , Watching movies, Reading books , playing football