

Name: SARAH AL GHOSSON
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SUMMARY

Highly motivated and dedicated person. My long-term professional goal is to join the core team in a reputable organization since I think learning should happen while you're working.

EXPERIENCE

- **Accountant** 2021 – Present
TITANIUM FITNESS – Beirut, Lebanon
 - Manage and monitor all of the business's financial activities, including payroll processing, accounts payable, and accounts receivable.
 - Make sure that all financial data is recorded accurately and on time, and keep current records of financial transactions in compliance with accounting principles and standards.
 - Make recommendations to management for procedural changes.
 - Prepare monthly financial statements and reports for management, highlighting key financial metrics and trends to assist with decision-making. Assist in the preparation of the annual budget.
- **Owner and Manager** 2017 – Present
Talia Market – Beirut, Lebanon
 - Hiring, training, scheduling, and supervising employees in the store and providing customer service to shoppers.
 - Acquiring inventory from vendors, manufacturers, or other suppliers.
 - Managing the financial aspects of the store such as tracking inventory levels and ordering new merchandise.
- **Accountant** 2016 – 2018
Hamdan Electronics & Home Appliances – Beirut, Lebanon
 - Responsible for the management and reporting of financial data of an organization.
 - Preparing financial statements, examining and analyzing a company's accounts and ensuring compliance with financial reporting and other standard accounting procedures.
 - Report on the company's financial health and liquidity.
 - Audit financial transactions and documents.
- **Cashier** 2015 – 2016
Al Rifai Juice – Beirut, Lebanon
 - Assist customers in the in-store check-out process.
 - Main cashier duties and responsibilities include ringing up sales, bagging items, requesting price checks, honoring coupons, collecting payment, and giving appropriate change.
 - Counting the contents of the cash register drawer at the end of each shift, maintaining receipts, records, and withdrawals. May be responsible for checking materials and supplies and reporting when stock is low.

EDUCATION

- **Bachelor Degree in Communication & Electrical Engineering** 2021
Beirut Arab University – Beirut, Lebanon

SKILLS

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|-----------------------------|---------------------------|------------------------------|
| ▪ Communication. | ▪ Omega Retail | ▪ Planning and organization. |
| ▪ Microsoft office package. | (Sales,backoffice,stock). | ▪ Management skills. |
| ▪ Windows OS. | ▪ Noria EDM | ▪ Public Speaking. |
| ▪ C++. | ▪ Time Management. | ▪ Claims Processing. |
| ▪ Java script. | ▪ Multitasking. | ▪ Problem-solving. |

LANGUAGES

- **Arabic:** Native
- **English:** Fluent
- **French:** Intermediate