



EXPERIENCE

Accounting and purchasing manager | Al Thoufeer Supermarket– Ajman, UAE

NOVEMBER 2020 – OCTOBER 2021

Responsibilities:

Journalize daily transactions, Analyze financial information and prepare financial reports to determine or maintain record of assets, liabilities, profit and loss, Develop purchasing strategies and identify buying trends to keep the business profitable, Monitor stock levels and verify purchase requisitions.

Accountant & Store Supervisor | Xtreme Tech– Beirut, LEBANON

DECEMBER 2017 – NOVEMBER 2020

Responsibilities:

Handling cash transactions with customers, preparing invoices, preparing financial statements, identify and manage stock inventory, journalize day to day transactions.

Cashier | Awni's Drinks – Beirut, LEBANON

JUNE 2017 – DECEMBER 2017

Responsibilities:

Welcoming customers, answering their questions, helping them locate items, and providing advice or recommendations, Accepting payments, ensuring all prices and quantities are accurate and proving a receipt to every customer, Processing refunds and exchanges, resolving complaints.

Cashier | Harkous Chicken– Beirut, LEBANON

JUNE 2016 – FEBRUARY 2017

Responsibilities:

Welcoming customers, answering their questions, helping them locate items, and providing advice or recommendations, Accepting payments, ensuring all prices and quantities are accurate and proving a receipt to every customer, Processing refunds and exchanges, resolving complaints.



EDUCATION

BS in Business Computer (BC) | Lebanese University, Institute of Technology Aabey.

Expected graduation: June 2021



I.T SKILLS

- Microsoft Office (Excel, Access, Word & PowerPoint)
- Wizard Software
- RetailX Software



CERTIFICATES

- Accounting Certificate (Tax, NSSf,VAT)
- Accounting Certificate(Financial statements & Reports, journalizing entries)



LANGUAGES

- Arabic (native)
- English (fluent professional proficiency)