

Marwa El Maouch

Beirut, Lebanon | Mobile:0096171267808 |LinkedIn: Marwa El Maouch

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EDUCATION:

September 2021-Present	Beirut Arab University Master's degree in Accounting	Beirut, Lebanon
September 2018- June 2021	Beirut Arab University Bachelors of BA in Accounting	Debbieh, Lebanon
September 2003- June 2018	College Saint Charbel-Jieh Lebanese Baccalaureate in Sociology and economics (2018)	Jieh, Lebanon

WORK EXPERIENCE:

05/2022 – 06/2022	Accountant	Therra-Nutri
<ul style="list-style-type: none">• Verify, allocate, post and reconcile accounts payable and receivable• Coordinate the full month end procedure, including preparation of balance sheet, income statement, and trial balance• Oversaw accounts payable/account receivable in relation to invoicing and aging		
08/2020 - 09/2020	Accountant (Internship)	Samir Kaakour firm
<ul style="list-style-type: none">• Prepared financial reports• Completed balance sheet accounts reconciliation• Organized files, records, and cash to comply with policy and procedure		
12/2020 – Present	Founder	Trendy.Code
<ul style="list-style-type: none">• Ensuring high levels of customer satisfaction through excellent sales service• Meeting revenue and profit targets		

SKILLS:

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| <ul style="list-style-type: none">• Computer skills in Microsoft Word, Excel, and PowerPoint• Ability to work under pressure• Very good communication skills | <ul style="list-style-type: none">• Sales & Marketing• Ability to work in teams and individually• Good in analytical skills |
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LANGUAGE:

Arabic (Native) | **English** (Fluent) | **French** (Fluent)

CERTIFICATES:

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- IC3 Computer Certificate (07/2020)
 - Excel skills for Business from MACQUIRIE UNIVERSITY (04/2021)