



# PETRA NASSAR

ACCOUNTANT

## CONTACT

📍 Beirut, Lebanon  
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## SKILLS

Microsoft Office Programs

Time management

Tasks Prioritization

Team Work

Research and Analysis

Flexibility and Adaptability

Problem Solving

## LANGUAGES

English ●●●●●  
French ●●●●●  
Arabic ●●●●●

## INTERESTS

Outdoor Activities  
Listening to music  
Cooking

## SUMMARY

As an accountant with over 5 years of experience, I routinely perform the issuing of debit notes, statements of account reconciliation, the order processing and statistics reports, matching proposal for payments and provide administrative support. Combined with my work experience, I have a Bachelor in Banking and Finance and I'm preparing a Masters of Business Administration (MBA) in Finance.

## EXPERIENCE

### Suppliers Relation and Supply Chain, Droguerie R. Pharaon and fils SAL, Beirut

November 2014 – July 2020

- Issuing Disbursement Notes/ Debit Notes on supplier behalf.
- Issuing extension & cancellation of Warranty Letters for Public Institutions Tenders.
- Issuing letter of credit.
- Preparing the order processing to put and adjust the products orders over the year.
- Preparing Insurance for employees and shipments.
- Preparing PDR calculation for the imported products.
- Calculating the clearing cost for shelve stock.
- Reconciliating Statement of Accounts of clients and suppliers.
- Analyzing statistics reports to evaluate taken decisions.
- Adjusting Accounts for clients.
- Matching proposal for the payment of invoices to the suppliers.

### Freelance Accountant

August 2019 – Present

- Managing all accounting transactions.
- Managing balance sheets and profit/loss statements, monthly and yearly.
- Preparing tax declaration.

### Bank du Liban, Saida

September 2013

Internship.

- Attending information sessions related to Banque du Liban departments, role and responsibilities of issuing Lebanon's currency, maintaining monetary stability, regulation of money transfers and maintaining the soundness of the banking sector.

## EDUCATION

### Masters of Business Administration (MBA) in Finance

Lebanese International University (LIU) / October 2021 – Present

### Bachelor degree in Banking and Finance

Lebanese University (UL) / October 2010 – February 2014

### High School Diploma, Sociology and Economics

Lebaa High School / October 2008 – June 2010