

# Stephanie Doumit

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Beirut - Lebanon

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Profile: Stephanie Doumit

## PROFESSIONAL EXPERIENCE

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### BL Harbert International LLC – U.S. Embassy Project Beirut

#### Accountant

Sep 2018 - Present

- Review and audit all accounts payable, purchase orders, cash receipts, business licenses, utility billing, and other accounting records and transactions.
- Reconcile financial ledgers and records; prepare financial statements and reports, general and subsidiary ledgers and supporting schedules; research and resolve discrepancies.
- Distribute voucher payments to suppliers in collaboration with administration.
- Classify documents, correspondence, and contracts with suppliers.
- Handle bank transactions including the negotiation of charges, interest, and exchange rates.
- Assist in preparation of year-end closings and accompanying financial reports.
- Track and pay liabilities of company expatriates (Accommodation fees, security services, etc...)
- Prepare monthly financial statements and bank reconciliation.

### Karlson Holding – RectangleJaune, Superga, KusmiTea, Carpisa, Parfois & Wycon - Beirut, Lebanon

#### Accountant

Aug 2015 - Aug 2018

- Applied sharp organization, multitasking abilities toward managing accounts payable, general ledger transactions, accounts receivable, daily invoicing.
- Prepared detailed financial statement, management reports and journal entries.
- Carried out general office duties, answering phones, filling and distributing the post.
- Handled incoming cash and posting into the relevant Bank account, salary entry and posting journal entries.
- Prepared data and information for composing monthly and annually accounting reports.

### ABC Mall - Dbayeh, Lebanon

#### Customer Service Representative

Oct 2013 - Jul 2015

- Handled customer complaints, prepared for events, issued wedding/birth list and tax free (Global Blue system) daily and monthly reports, prepared excel sheets and Power point presentations.
- Managed the loyalty program: maintained database, issued rewards, followed up on ABC Gift Card Special requests from customers and ensured timely delivery.
- Worked on credit card joint- venture ABC/Bank Audi: recruited customers, updated database, tracked and issued rewards.

### Telesupport International – Bank Audi – Bsalim, Lebanon

#### Customer Service & Telemarketing

Feb 2011 - Mar 2013

- Performed telemarketing and customer service for Bank Audi clients.
- Provided information to customers about credit cards, debit cards, loans and Bank Audi's services.

## EDUCATION

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### MBA in Finance

Feb 2017 - Jun 2020

Lebanese International University, Lebanon

### BA in Banking & Finance

Oct 2010 - May 2014

Lebanese International University, Lebanon

## LANGUAGES

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Fluent in Arabic, English, and French (spoken, written, and read)

## COMPUTER SKILLS

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Proficient in Microsoft Office, Outlook, Visual Dolphin, Hardhat ERP and OMEGA systems