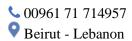
Stephanie Doumit



■ stephaniedoumit8@hotmail.com
in Profile: Stephanie Doumit

PROFESSIONAL EXPERIENCE

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

MBA in Finance Feb 2017 - Jun 2020

Lebanese International University, Lebanon

BA in Banking & Finance

Oct 2010 - May 2014

Lebanese International University, Lebanon

LANGUAGES

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

COMPUTER SKILLS

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