

Lara Ajineh
General Accountant

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I'm a **Junior Accountant with over 3 years of experience** assisting and working alongside the best accounting professionals in the industry to manage the full-cycle accounting process by analyzing balance sheets, managing general ledger accounts, recording commission statements, and assisting with month-end and year-end closing activities.

EDUCATION

2020 Bachelor Of Accounting Information Systems
Lebanese International University LIU, Lebanon
G.P.A: 3.54/4.00 , Dean's List 2018 And 2019

EXPERIENCE

Accountant At 'Bellapharma S.A.R.L - K&A Machmouchi Pharma', Lebanon 10/2021 – Present

- Handle day-to-day transactions and payments in accordance with contract payment conditions and deadlines.
- Complete client invoices and follow up on collections on a regular basis.
- Calculate the depreciation of your assets.
- Communicate with banks on a daily basis.
- Reconcile the accounts of customers, suppliers, and banks.
- Keep both digital and paper financial records.
- Double-check all incoming checks.
- Maintain and audit LBP and USD currency boxes on a daily basis.

Accountant At 'Virus Gaming Center', Lebanon 6/2020 – 7/2021

- Daily transactions are audited online, and Receive delivered supplies and double-check that they fit the purchase order's quantity, quality, and model number parameters.
- Keep track of all stock movements in and out, and keep a thorough log of all stock transfers to confirm that stocks match the transfer documentation.
- Prepare a costing sheet for the General Manager and Store Manager to use in determining the selling price of products acquired.
- Oversee and maintain payroll processes to ensure that employee pay, deductions, and benefit payments are handled efficiently.

Accountant Trainee At 'Practical Accounting Academy', Lebanon 7/2020 – 9/2020

- Data Entry, Sales, and Purchasing.
- Record accounting transactions, capital-assets, expenses, purchasing and sales.
- Ensure all financial data of VAT, Salaries and wages, Customs & Clearance are met.
- Ensure that accounting of prepayments and accruals are correct
- Income Tax Declarations.
- P&L, Balance sheet, Analysis of Trial Balance.
- Contracting, Payroll, and NSSF.

SKILLS

- **Computer Skills:** Bird, Bee, Excel, Outlook, Microsoft Office
- **Languages:** Fluent In Arabic, English and French
- Strong time management, organizational, and ability to consistently meet deadlines unsupervised
- Quick learner and comfortable in an uncertain/changing environment
- Strong analytical and problem-solving skills
- Strong Work Ethics with Attention to Detail and Accuracy.