

Malak Zinji

Senior Accountant and Financial Analyst



zounji1994@gmail.com ✉

70770146 📞

Beirut, Lebanon 📍

August, 1994 📅

linkedin.com/in/malak-zinji-828a72144 in

live:.cid.337713fba6c78845 S

WORK EXPERIENCE

Senior Accountant and Financial Analyst Telecel Global

01/2020 - Present

Telecom Company

Achievements/Tasks

- Analyzing current and past financial data and performance
- Preparing reports and projections based on this analysis
- Evaluating current capital expenditure and compare it with previous years
- Create and analyze liability, asset, and capital accounts by compiling electronic data and required documentation
- Summarize and prepare financial status and transactions reports, including a profit and loss statement, and other necessary reports
- Reconciling sub-ledger to general ledger account balances.
- Performing monthly balance sheet, income statement and changes in financial position/budget variance analyses.

-prepare and process all data entry for the entity
-ERP Systems / Quick book Expert

CERTIFICATES

CMA- Certified Management Accountant
(2020 - Present)

Not Certified

EDUCATION

Study Program Lebanese International University

2012 - 2015

Courses

- Accounting Information System

SKILLS

Analytical Skills

EASE with technology

Decision Making

Attention to details

VOLUNTEER EXPERIENCE

Facilitator EASE Program War Child Holland (WCH) _Child Protection

09/2020

NGO

Tasks/Achievements

- Participating with WCH at EASE program aim to help teenagers in knowing themselves more and replenishing their emotional intelligence within this pandemic situation and crisis that Lebanon is passing through. EASE program was about 13 days of training with the trainer on how to manifest the teenagers and their parents to build a better emotional state in a smooth and confidential way.

PROJECTS

Accounting software Assistant

Name of the institution that issued/awarded it

- Assisting IT in building an Accounting Database application , my role was in clarifying the linking between accounts and the recording bases .In addition on informing the IT by the financial report beneficiaries and uses .

LANGUAGES

English

Native or Bilingual Proficiency

Arabic

Native or Bilingual Proficiency

INTERESTS

Self Development

Learning new skills