

Joelle Azzi

Joelleazzi1@hotmail.com; +961-71-08 30 49

EDUCATION

Sagesse University - Beirut, Lebanon
Master of Business Administration

Sept. 2020 – Expected December 2022

Sagesse University - Beirut, Lebanon
BA in Marketing

Sept. 2016 – January 2020

WORK EXPERIENCE

Accountant -Azzi Equipment Sarl- Beirut, Lebanon

Aug. 2017 – Present

- Managing all accounting transactions
- Handling monthly, quarterly and annual closings
- Following up with the company's journal
- Reviewing profit and loss statements
- Following up on banking balances
- Auditing financial transactions and documents
- Stock entry
- Reconcile accounts payables and receivables

Administrative Assistant-Azzi Equipment Sarl- Beirut, Lebanon Jul. 2015 –Aug. 2017

- Dealing with customers
- Preparing invoices for cash and credit sales
- Maintaining papers and electronic filing systems for records and messages
- Answering daily letters and email and purchasing orders

SKILLS

Computer: Microsoft Office (Word, Excel, Power Point)

SQL

Stock Plus

Wizard

Languages: Fluent in **French, English** and **Arabic**.