

LEA CHALHOUB

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Objective: I am seeking an opportunity to widen my horizons to get more experience and most importantly to work with professionals.

EXPERIENCE

01/08/2022 – PRESENT

ACCOUNTANT – ACCOUNTING DEPARTMENT, WAY2GO DIGITAL MARKETING EXPERTS – SIN EL FIL

- Tracking petty cash on daily basis
- Reconciling accounts payable and receivable on monthly basis
- Reconciling with banks on monthly basis
- Journal entries
- Preparing the financial statements (monthly or quarterly)
- Preparing payment orders for salaries
- Following-up on collection of payments
- Ensuring the monthly bills are paid on a monthly basis (generator, phone bills..)
- Collaborating with the auditor to prepare accurate financial statements
- Preparing contracts for potential clients
- Preparing the salary transfer files for the employees abroad
- Projecting the expenses
- Tracking the cash inflow
- Preparing invoices and receipts
- Preparing legal documents when necessary
- Performing other administrative tasks when needed

01/06/2022 – PRESENT

POLICIES & PROCEDURES OFFICER – OPERATIONS DEPARTMENT, WAY2GO DIGITAL MARKETING EXPERTS – SIN EL FIL

- Operations support assistant
- Preparing processes and procedures according to ISO9000
- Maintain Company Forms templates, expenditures and contracts
- Quality Assurance
- Operations support for Logistics
- With a primary responsibility of supporting the CEO, provide support to the executive team as directed to ensure that W2G goals and objectives are accomplished, and operations run efficiently
- Follow office workflow procedures to ensure maximum efficiency
- Maintain files and records with effective filing system
- Ensure policies, circulars and procedures are implemented and update them as needed
- Support with project activities as needed or as requested by the Program Managers

- Perform any related duties that may be assigned by the CEO.

01/04/2017 – 31/05/2022

RETAIL AND CORPORATE CREDIT INFORMATION OFFICER, BLC BANK SAL – HEADQUARTERS - ADLIEH

- Data entry for all clients' profiles.
- Review loan requests.
- Assess client's financial status, evaluate creditworthiness and risks & recommend whether to approve or reject loan requests.
- Maintain updated records of loan applications.
- Follow up with Relationship Managers about clients' loan renewals.
- Prepare information report for checkbooks, certificate of deposit issuance or cancellation, new account opening, onboarding for new companies.
- Prepare information report for the Compliance Department.
- Assist the Recovery and Pre-Recovery Departments in contacting the clients.
- Answer phone calls received from other banks.

03/01/2017 – 31/03/2017

JUNIOR ACCOUNTANT, BYBLOS PRINTINGS SAL – HAZMIEH

- Data entry.
- Filing.
- Post and process journal entries.
- Update accounts receivable and issue invoices.
- Update accounts payable and perform reconciliations.
- Update financial data in databases to ensure that information will be accurate and immediately available when needed.
- Prepare and submit weekly/monthly reports.
- Assist senior accountants in the preparation of monthly/yearly closings.
- Reconcile suppliers' statement of account.
- Reconcile clients' statement of account.

EDUCATION

SEPTEMBER 2016

BACHELOR DEGREE IN BANKING AND FINANCE, LEBANESE UNIVERSITY FACULTY OF ECONOMIC SCIENCE AND BUSINESS, BRANCH II – ACHRAFIEH

JULY 2013

LEBANESE BACCALAUREATE PART II, ES (ECONOMIC SCIENCE), DAUGHTERS OF CHARITY SCHOOL - ACHRAFIEH

TRAINING

MARCH 2019

LEBANESE FINANCIAL REGULATIONS, ESA BUSINESS SCHOOL – BEIRUT

JANUARY 2019

ACCOUNTING PRINCIPALS, SOFTWARE DESIGN CONSULTING GROUP (DOLPHIN SYSTEM) – BEIRUT

SEPTEMBER 2015

INTERNSHIP, CREDIT LIBANAIS – HAZMIEH BRANCH

LANGUAGES

- **ARABIC**: Native language (read – written – spoken)
- **ENGLISH**: Intermediate (read – written – spoken)
- **FRENCH**: Intermediate (read – written – spoken)
- **ARMENIAN**: Beginner (spoken)
- **SPANISH**: Beginner (read – spoken)

SKILLS

- Microsoft: Excel – Word – PowerPoint – Outlook
- Google Chrome
- Wondershare EdrawMax

ACTIVITIES

- Jogging
- Basketball
- Swimming
- Social Media