


LAMICE MATAR

A C C O U N T S R E C E I V A B L E

PROFILE

 +961-71 318 680

 lamismatar104@gmail.com

 Beirut, Lebanon

Friendly, loyal and clearly dedicated individual who has an ambition to succeed in any given environment. Although I have masters in Economic and International Finance from Lebanese University, I love to learn, and I'm always up to a challenge whatever the situation. I get along well with others, whilst also working efficiently on my own. I am seeking a position where I can develop and excel while giving my best to an employer.

SKILLS

- Time Management
- Critical Thinking
- Problem-Solving
- Computer Literacy
- Strong Communication
- Adaptable
- Attention to Detail
- Data Entry and Management
- Knowledge of Statistical Data Analysis
- Arabic, French, English, and Spanish

EXPERIENCE

ACCOUNTS RECEIVABLE

Gefinor Rotana Hotel

July 2022 - Present

- Reviewed invoices for accuracy and coded invoices for entry into the accounting system.
- Matched invoices to purchase orders and resolved any discrepancies.
- Entered invoices into the accounting system and prepared invoices for payment.

FINANCE COORDINATOR

Gefinor Rotana Hotel

February 2022 - July 2022

- Maintaining a filing system for all incoming and outgoing correspondence of the Director of finance.
- Maintaining a track of all contract and FF&E approval requests to ensure compliance with corporate guidelines and follow up for approval.
- Prepare and submit the check collection report on a daily basis to the General cashier.

TRAINEE

Central Bank of Lebanon

July 2018 - August 2018

- Islamic Banking
- Financial Operation and Foreign Affairs
- Banking Control Commission

EDUCATION

BACHELOR'S DEGREE OF SCIENCE IN ECONOMICS

Lebanese University - Second Branch

2016 - 2019

MASTER'S DEGREE IN ECONOMICS AND INTERNATIONAL FINANCE

Lebanese University - Second Branch

2019 - 2021