

Elie El Helou

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WORK EXPERIENCE

02/2017 - 04/2018

Data Entry Saba IP

Responsibilities:

- Experienced Data Entry with a demonstrated history of working in the legal services industry. Skilled in Research, Microsoft Excel, Microsoft Word and Microsoft Office.

04/2018 - 01/2023

Lebanese Army Staff Sergeant

Responsibilities:

- Administrative work, team leader, Filling reports, Data Entry, preparing organizing and storing information in paper and digital form.

EDUCATION

2013 - 2017

Bachelor Degree in Business Administration

Arab Open University.

04/2021 - 09/2021

Accounting Training Course

Bookkeeper Audit Firm-Accounting Training Academy:

- Journal Vouchers.
- Income Statement.
- Reconciliations.
- Advanced Excel Courses.
- Depreciation & Amortization.
- Accruals and Prepaid Expenses.
- Balance sheet.
- Interest Calculation & Yields.
- Purchase Invoices PI.
- Sales Invoices SI.
- Payment and Receipt Vouchers PV.
- Notes Payables & Notes Receivables

- Letter Of Credit.

**ADDITIONAL
SKILLS**

Microsoft Office package: Microsoft Word, Excel, Access.
Standards of Accounting.
Business Knowledge.
Data Analysis.
Software Proficiency.
Teamwork and Effective Communication Skills.
Financial Statements.

Languages

Arabic: Native.
English: Professional.
French: Proficient.