Cynthia Samaha

Date of Birth: January 1, 2000
Bteghrine, Lebanon
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Education

January 2023- Present	**Certified Management Accountant (CMA) Candidate** Morgan International- Becker
December 2020	**B.A. in Audit, USEK Business School** Holy Spirit University of Kaslik
July 2017	**Baccalaureate:** Sociology and Economy Bteghrine Official High School

Experience

October 22 – Present	**General Accountant** Verdun Insurance Brokers- Verdun • Recording and proofing all general ledger entries. • Preparing and analyzing month-end closing accounts and reconciliations. • Compiling, processing and recording all payroll and related tax returns
July 2021- Present	**Executive Assistant** Al Joumhouria News, Amaret Chalhoub • Reviewing and responding to calls and emails • Scheduling appointments and recording meeting minutes • Organizing documents and preparing reports
July 2020- October 2020	**Audit Internship** BCAF International P.C.C, Achrafieh • Prepare data entry, bank reconciliation and financial statements • Fill different tax declaration forms • Work on salaries, payroll and NSSF
April 2019 – June 2019	**Audit Internship** Sayed Al Kossaifi external audit, Jbeil • Learned how to journalize sales and purchase transactions • Learned how to fill different statements such as salaries and wages, VAT, and income tax statements

Extracurricular activities

June 2019 – Present	**Event Organizer** Bteghrine Events and Social Activities • Organization and time management such as meeting deadlines, planning logistics and budgeting • Responsible for the preparation and implementation of multidisciplinary events at Bteghrine

Skills

Languages	Speaking	Writing	Reading
Arabic	Excellent	Excellent	Excellent
French	Good	Good	Good
English	Good	Good	Good

Computer
- Accounting Systems (Dolphin, Silicon, Softmind, Wolf)
- Microsoft office (Word, Excel, PowerPoint)
- Proficiency in internet research skills.