

Name: Souad doulani
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SUMMARY

Highly motivated and dedicated person. My long-term professional goal is to join the core team in a reputable organization since I think learning should happen while you're working.

EXPERIENCE

▪ **Accountant & Manager**

Colidi – Beirut, Lebanon

2020 – 2021

- Compiling, analyzing, and reporting financial data.
- Presenting data to managers, investors, and other entities.
- Responsible for the organization's financial data administration and reporting.
- Managing store inventory and ordering new products necessary
- overseeing the store and ensuring that all department are functioning properly

▪ **Accountant & Administrative assistant**

Dar el Moualef – Beirut, Lebanon

2022 – 2023

- Creating periodic reports, such as balance sheets, profit & loss statements, etc.
- Responsible for the management and reporting of financial data of an organization.
- Preparing financial statements, examining and analyzing a company's accounts and ensuring compliance with financial reporting and other standard accounting procedures.
- Assist with the day-to-day operations of an office by doing tasks such as filing paperwork, answering phone calls.
- Preparing documents for meetings, and managing the calendar of their supervisors.
- serving as a resource on store information and policies for customers and employees
- Handles the overall management and supervision of the accounting department.
- Maintaining accurate financial records
- Preparing financial statements, looking through and analyzing a company's books, and making sure financial reporting and other accepted accounting practices are followed.
- data entry : journal vouchers (jv) , invoices and bills , purchase , credit note...

TRAINING

▪ **Accountant & Administrative assistant**

Jersy – Beirut, Lebanon

Jan 2022 – Jun 2022

EDUCATION

▪ **Bachelor Degree in Finance**

Lebanese University– Beirut, Lebanon

2017 – 2018

SKILLS

- Communication skills.
- Writing skills.
- Computer skills.
- Confidence
- flexibility
- Customer service skills.
- Interpersonal skills.
- Leadership skills.
- Management skills.
- Public Speaking.
- Fashion Capabilities.
- Problem-solving skills.

LANGUAGES

- **Arabic:** Native
- **French:** Good
- **English:** Good