



Caroline Jabbour

Phone: 70 038 549 Email: Caroline-jabbour@hotmail.com

Al koura - North Lebanon

Senior administrative assistant with over 7 years of professional experiences skilled in accounting and auditing ready to assist in bookkeeping. Seeking a position as an administrative assistant, to leverage organizational and research skills and expand my skills, experiences.

Education

American University of Culture and Education "AUCE"
Master Degree in Marketing and Advertising

2021 - 2023

Business Solution Center
Digital Marketing Certificate Masterclass

American University of Culture and Education "AUCE"
Bachelor Degree in Banking and Finance

2013 - 2017

Experience

Accountant
STC for Trading and Construction
Beshmezzine – North Lebanon

2020 - 2023

- Organized and maintained financial records, tax preparation.
- Preparing journal entries complete with documentation for all transaction.
- Assisting in annual and monthly budget preparations.
- Working with tax accountants to provide information for tax returns.
- Maintained 100% accuracy of the company monthly financial reports over the course of 6 months.
- Maintained 99% accuracy in two fast-paced data entry positions, entering 500-800 records per day.
- Increased efficiency for 33% by automating tasks with MS Excel.

Staff accountant

Le Tournant Hotel
Ehden – North Lebanon

2017 - 2019

Personal details

Name

Caroline Jabbour

Date of birth

24/09/1994

Nationality

Lebanese

Marital Status

Single

Skills

QuickBooks

Auditing

Tax Accounting

Expense reporting

Excel

Orange system

Omega System

Language

English

Arabic

French

- Assisted controller with month-end journal entries and 6 reconciliations, including statements, invoices, and general ledger accounts
- Ensured accurate data entry of accounts payable and timely processing of accounts payable checks, reducing errors by 36% ·
- Assumed payroll administration duties during a maternity leave without error or delay to administering payroll ·
- Owned all daily cash receipts processing and reconciliation with 100% accuracy ·
- Led the multi-state sales tax process, including state registration and sales tax collection

Accountant Representative

2015 - 2017

Fidelity Insurance and Reinsurance

Amioun- North Lebanon

- Processed insurance premium payments, refunds and adjustments for multiple lines of business.
- Analyzed monthly financial statements to ensure accuracy and prepared quarterly reports on the company's performance in relation to budget.
- Assisted with preparation of annual tax filings as well as other ad hoc projects related to accounting functions within the organization.
- Provided support for underwriting activities such as rate analysis and pricing decisions