

Carla Hanboury

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OBJECTIVE

A well talented and motivated individual to secure a challenging position in a reputable organization to expand my expertise, knowledge, and skills.

WORK EXPERIENCE

10/2017 – to date

Accountant, Sabeh Beton S.A.L., Beirut Lebanon

Responsibilities:

- Be in charge of the main petty cash of the company and execute booking and data entry of payments
- Assist in the preparation of the general ledger, including recording journal entries, reconciling accounts, and complete financial data in databases to ensure that information will be accurate and immediately available when needed
- Update accounts receivable and issue invoices
- Update accounts payable and perform reconciliations after checking the statement of accounts
- Assist with reviewing of expenses
- Prepare & update the "bank situation" report & submitting it to Senior Accountant
- Manage daily employees salaries

10/2016 – 09/2017

Administrative assistant, Sabeh Beton S.A.L., Beirut Lebanon

Responsibilities:

- Answer all calls and transfer it to the requested persons
- Handle the general manager's agenda
- Make business letters when needed
- Be in charge of the stationary, toners and water in the office
- Work on attendance sheets and overtime reports

01/2015 – 08/2015

Customer Support, Omega Software, Beirut Lebanon

Responsibilities:

- Solve customers' problems over the phone, taking and organizing appointments
- Work on Omega's Retail Software (POS, BO, and Inventory)
- Work on Omega accounting program

04/2013 – 07/2015

Cashier/Cash office personnel, TSC Sultan Center, Beirut Lebanon

Responsibilities:

- Maintain cash drawer and balance all transactions run through assigned register, including layaway payments, checks, register receipts, currency and credit card as a cashier
- Collect money from cashiers and check the reports as a cash office personnel

09/2012 – 10/2013

Dentist assistant, Dr. Nazih Abou Sleiman, Beirut Lebanon

Responsibilities:

- Dispatch appointments
- Assist the doctor and multi tasks

02/2010 – 09/2011

Sales representative, Accessorize (Retail Group), Beirut Lebanon

01/2007 – 09/2009

Promoter, St Elie Group, Beirut Lebanon

EDUCATION

2023

Chief Accountant Certificate from Practical Accounting Academy

2023

Senior Accountant Certificate from Practical Accounting Academy

2018 - 2019

T.S. in Accounting, Centre International des sciences techniques (C.I.T.)

2013 - 2016

Undergraduate 2 years, Lebanese university: faculty of business and economics

2007 - 2010

Bac II in society and economics, Laure Moughayzel High school

ADDITIONAL SKILLS

Adobe Photoshop
Windows – Word – Excel
Microsoft Access
Microsoft PowerPoint
Microsoft Outlook
