

Rabih Arnous

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SUMMARY

A proactive and detail-oriented Business Administration Accounting graduate with a hands-on experience as a Finance Assistant and a track record of success in online tutoring. Possessing a strong foundation in accounting principles and practices, complemented by a training certificate in Accounting and Internal Auditing. Demonstrated ability to excel in finance-related tasks, including financial data entry, budgeting support, and financial statement. Proven aptitude for communicating complex concepts effectively in an online learning environment. Eager to leverage academic knowledge, practical experience, and passion for education to contribute effectively to a dynamic team.

EDUCATION

Lebanese International University — *BA In Accounting Information Systems (3.4 GPA) July 2021 Completed*
BA in Accounting Information Systems with a 3.4 GPA, relevant courses include: • Financial, managerial and tax accounting.

4Finance Training Center — Certificate In Accounting and Auditing Oct 2021 - June 2022

- Practical experience in journal entries and chart of accounts
- Ability to create trial balances and financial statements
- Understanding of tax and VAT principles
- Knowledge of auditing procedures and practices

EXPERIENCE

Accounting Tutor & Freelancer, Lebanon — *YMY Institute* June 2023 - Present

- Mentored and guided students in accounting principles, aiding in project completion and assignment mastery.
- Developed engaging and interactive lesson plans, fostering a dynamic and productive learning environment.

Finance Assistant, Lebanon — *Advisory And Business* March 2022 - Dec 2022

- Financial Data Entry: Recording financial transactions in accounting software or spreadsheets.
- Invoice Processing: Managing accounts payable and receivable, processing invoices, and ensuring timely payments.
- Bank Reconciliation: Comparing bank statements with internal records to ensure accuracy and resolve discrepancies
- Financial Reporting: Assisting in the preparation of financial statements, reports, and presentations for management or external stakeholders.
- Administrative Support: Providing general administrative assistance to the finance department, such as filing documents, organizing files, and assisting with correspondence.

VOLUNTEERING

Lebanese Red Cross Youth Volunteer — Environment Program Trainer

- Served as an environmental facilitator, delivering impactful training sessions on sustainability and eco-consciousness.
- Undertook first aid, Volunteer Management, disaster management, and psychological support training, enhancing crisis response capabilities.

SKILLS

Time Management

Accounting software

communication skills

Communication skills

problem solving

Microsoft office

LANGUAGES

English (Fluent), **French** (Intermediate Proficiency), **Arabic** (Native Language)