

ANTHONY ASSAAD

ACCOUNTANT



CONTACTS

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Lebanon, Beirut, Lebanon



SKILLS

- Proficient in microsoft office
- Teamwork, customer services and interpersonnal skills
- Decision making, integrity and active listening
- Effective communication. data analysis

PERSONAL DETAILS

Date of birth
22-08-1995

ABOUT ME

Highly motivated candidate seeking a challenging career. dedicated to building strong relationship with personnel and customer leveraging knowledge. integrity and professionalism and insuring continuous customer satisfaction. Possess a comprehensive understanding of all aspects of accounting and financial planning.

WORK EXPERIENCE

Accountant, Saad & Trad SAL, Beirut LEBANON

Jul 2022 - Present

- Maintaining company general ledger, monthly close processes and account reconciliations.
- Developping and executing internal controls to improve accuracy and reduce error.
- Preparing financial statements in confirmation with with the monthly company budget process.
- Overseeing balance sheet accross cash accounts, accounts receivables, prepaid assets fixed assets, accounts payable and accrued expenses.
- Compiling comprehensive reports with accounting team

Customer Relationship Officer, Byblos Bank SAL, Beirut

Feb 2017 - Jun 2022

- Emphasized the importance and convenience of electronic channels to clients and provided the adequate support on their usage.
- Promoted and cross-selled the bank's products and services.
- Performed administrative tasks and back-office work in relation to the branch daily transactions.
- Handled all cash transactions according to the bank's procedure and cash transactions as per customer's request.
- Performed KYC cleansing for all Byblos bank customers.
- Ensured the proper collection of commission from clients.

Internship, Byblos Bank SAL, Jezzine

Jul 2015 - Aug 2015

- Assessed different problems that are related to the different departments (Customer relationship management, Teller, ...) in a way that insures customer satisfaction and at the same time maintain the bank reputation.

EDUCATION

Master's Degree, Université Saint Joseph , Beirut

2019

Mater's in business management : Audit and Accounting

Bachelor, Université Saint Joseph , Saida

2016

Bachelor degree in business management

HOBBIES

Football , hiking and travelling