

# Jamil Bou Saleh

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## EDUCATION

<b>Arts, Sciences, and Technology University in Lebanon</b> Bachelor in Accounting	<b>2019 - 2022</b>
<b>Barja Modern School</b> Lebanese Bachelor in Economic	<b>2016 - 2017</b>

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## KEY COMPETENCIES

Microsoft Office Strategic planning Client relationships	Financial reporting Equal Software Business development	Team leadership Communication Team Work
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## PROFESSIONAL EXPERIENCE

<b>About Saleh Contracting Part-Time Accountant</b>	<b>Feb 2023 - Present</b>
<ul style="list-style-type: none"><li>• Prepared monthly financial statements and reports.</li><li>• Processed accounts payable and receivable, ensuring timely and accurate payment.</li><li>• Maintained accurate records and organized documentation.</li><li>• Managed and analyzed multiple streams of data.</li></ul>	
<b>LTC Engineering Group Internship Accountant</b>	<b>Feb 2023 - May 2023</b>
<ul style="list-style-type: none"><li>• Analyzed financial data to offer insights and recommendations.</li><li>• Maintained accurate financial records and ledgers.</li><li>• Assisted with invoice processing and payment tracking.</li></ul>	
<b>Cybella pharmacy Internship Accountant</b>	<b>Jun 2022 - Aug 2022</b>
<ul style="list-style-type: none"><li>• Assisted in managing and reconciling daily financial transactions for the pharmacy.</li><li>• Participated in inventory control and cost analysis for pharmaceutical products.</li><li>• Collaborated across teams to offer financial insights and support for pharmacy management.</li></ul>	

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## LANGUAGES

- Arabic: native language.
- English: fluent.