

## Contact

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(LinkedIn)

## Top Skills

Accounting  
Reporting & Analysis  
Accounts Payable & Receivable

## Languages

English (Professional Working)  
Arabic (Native or Bilingual)

# Fatima Abboud

Accountant at ALSABIL travel and tourism  
Lebanon

## Summary

Experienced Accountant with a demonstrated history of working in the accounting industry. Skilled in Integrated Digital System, Microsoft Excel, Sales, Contact Centers, Management, and Clerical Skills. Strong accounting professional with a Bachelor of Science (BS) focused in Human Resources Management from American university of culture and education.

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## Experience

### ALSABIL Travel and Tourism Services

Accounting supervisor

November 2018 - December 2021 (3 years 2 months)

Beirut, Lebanon

Keep accurate records for all daily transactions

Prepare balance sheets

Process invoices

Record accounts payable and accounts receivable

Update internal systems with financial data

Prepare monthly, quarterly and annual financial reports

Reconcile bank statements

Participate in financial audits

Track bank deposits and payments

Assist with budget preparation

ensure that all financial and accounting operations within an accounting department run smoothly.

oversee the work of junior accounting staff, review financial statements to ensure accuracy.

Review and implement financial policies

Implements training for new hires and identifies training opportunities for current staff.

Cashier & customer service support

## NOCC (Network Operations & Consultancy Center)

### Project Assistant

June 2015 - March 2017 (1 year 10 months)

- 1- Write letters and send them to appropriate bodies, and receive incoming mails.
- 2- Draft project budget on a monthly basis and ensure that it meets all necessary protocols.
- 3- Keep records of all information related to project for documentation, clarification and presentation to management.
- 4- Create specific strategies for easier and effective execution of projects.

## Lozan Security

### Administrative Assistant

July 2013 - May 2015 (1 year 11 months)

Beirut, Lebanon

- 1- Issuing out documents as required.
- 2- Accounting.
- 3- Coordinated with employees of the department.
- 4- Managing & Entering invoices.
- 5- Cashier & customer service support.

## ALMOOSA SPECIALIST HOSPITAL

### Administrative Assistant

November 2010 - May 2013 (2 years 7 months)

Mubarak, Saudi Arabia

- 1- Taking notes, typing up and issuing out documents as required.
- 2- Arranging and preparing for clients meetings.

- 3- Coordinated with employees of the department.
- 4- Managing & Entering invoices into the hospital computer system.
- 5- Cashier & Customer service support

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## Education

American university of culture and education

Bachelor of Science (BS), Human Resources Management · (2012 - 2015)

Second Secondary High School

High School Diploma, Life Science · (2006 - 2009)