

FARAH HACHEM

Hadath- Beirut, Lebanon | Farahhachemm@gmail.com | 70641362

OBJECTIVE | Eager and highly skilled Junior Accountant seeking a position where I can utilize my talents and knowledge to drive results and contribute to the success of a company. Committed to continuous learning and professional growth, I am determined to make a meaningful impact while embracing new challenges and opportunities.

SKILLS & ABILITIES

- Technical Skills: Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and many other relevant software (SPSS, Eviews, SQL)
- Knowledge of ERP system (Orange and Business pack accounting software)
- Problem-solving
- Time Management
- Critical Thinking
- Multitasking

EXPERIENCE

Junior Accountant – LEMIX S.A.L

9/2023 – Present

- Post and process journal entries to ensure all business transactions are recorded
- Update accounts payable and receivable
- Assist in the processing of balance sheets, income statements, and other financial statements according to legal and company accounting and financial guidelines
- Update financial data in databases to ensure that information will be accurate and immediately available when needed
- Assist senior accountants in the preparation of monthly/yearly closings
- record all journal entries (Invoices, Receipt Vouchers, Payments Vouchers, Debit notes, Credit notes, Purchasing, and Returns Vouchers) according to the local accounting standards and Group policies and procedures
- Updates customer records, sends out monthly statements, and reconciles accounts receivables
- Bank reconciliations and Supplier reconciliations
- Open an address book for each customer and ensure that no duplicate addresses are recorded on the database
- Assist in checking & closing the fund's trial balance
- Management of warehouse and productions

Junior Accountant – Electra Co.

7/2022 – 8/2023

Freelancer data analyst

12/2021 - /12/2022

- Data Analysis
- Data Cleaning and Preparation
- Survey Design and Analysis
- Data Visualization
- Statistical Modeling
- Interpretation and Reporting

EDUCATION | LEBANESE UNIVERSITY, HADATH

○ MASTERS DEGREE IN FINANCIAL ECONOMY

01/2021 - 01/2022, thesis:

- Very good on the senior Project (16.5/20)

○ BACHELOR DEGREE IN ECONOMICS

09/2016 - 11/2019, thesis:

- Very good on the senior Project (16.5/20)

CERTIFICATES |

- Write professional emails in English (10/2020 - 11/2020) – Coursera
- SPSS intensive training course (10/2021-12/2021) – Ghobeiry Municipality

LANGUAGES |

- Arabic: Native
- English: Very good
- French: very good