

FARAH NASR

Personal Information

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Education

- **BA Business Management, 2018**
Modern University for Business and Science, Beirut, Lebanon

Work Experience

Accountant, Royal Gourmet, Choueifait, Lebanon, Sep 2021 – Jan 2024

- Preparing and posting all accounting journal entries, bookkeeping across eight sister companies.
- Managing the examination of suppliers' accounts, verifying the accuracy of transactions.
- Compiling and maintaining data from various shops, enabling a thorough audit of their daily operations.
- Performing reconciliations and control checks in line with internal control policies: effecting bank and account reconciliations on a monthly basis allowing for reliable data.
- Conducting month-end, quarter-end, and year-end close processes to verify all entries were created and posted, ensuring completeness, accuracy, and cohesiveness of information.
- Establishing and maintaining efficient filing system for organized storage and retrieval of financial documents.

Internship/Human Resources Assistant, NetVariant, Beirut, Lebanon, June 2021 – August 2021

- Updated and maintained employee records in the HR database.
- Ensured accuracy by cross-referencing and verifying data.
- Organized and managed both physical and digital employee files
- Oversaw office supplies, handling ordering, and requisitions.
- Scheduled interviews for job candidates
- Kept hiring managers informed about interview schedules and changes

Administrative Officer, Viva New Med, Choueifait, Lebanon, June 2018 – May 2021

- Enhanced organizational systems for payment collections, accounts payable/receivable, deposits, and record-keeping.
- Established an efficient filing system, maintaining order in both physical and digital formats for the seamless updating and retrieval of information by authorized team members.
- Managed daily invoicing, receipt vouchers, and prepared orders for employee deliveries.
- Oversaw office supplies, handling ordering, requisitions, and occasionally addressing customer inquiries.
- Assisted employees with day-to-day tasks and complex issues, applying motivational and analytical strategies.
- Provided adept clerical support by efficiently managing routine and specialized tasks, including overseeing appointment scheduling and itineraries for both clients and personnel.

Skills

- **Technical Skills**

Microsoft Office Suite, Omega & Dolphin Accounting System.

- **Soft Skills**

- Ability to work under pressure and multitasking.
- Team spirit and flexibility.
- Communication, negotiation, and interpersonal skills.
- Time-management and multi-cultural tolerance.
- Ability to work in a multicultural environment and to demonstrate gender-sensitive and non-discriminatory behavior and attitude.
- Maintaining a high standard of professional integrity in all activities.

Languages

English and Arabic

References

Available upon request