

Dear Sir / Madam,

With great respect, I would like to invite your kind attention to my Curriculum Vitae which is attached to this letter.

I hold a university degree in Finance; I'm able to perform well the duties and responsibilities that match with my qualifications if given a chance.

In all the previous positions I have held, I have approached them as opportunities for career advancement and discovery.

I am certain that the skills I have acquired will be of value throughout my career and add vision to your Company.

I will do my best to be worthy of the job and work under pressure if needed.

My résumé contains additional details regarding my career accomplishments. I would welcome an opportunity for a personal interview to discuss your organization's needs and the results you can expect from me in addressing those needs.

Thank you for your time and consideration.

Sincerely,

Margarita Aboujaoude

Margarita abou jaoude

Status: Married, Two Children

Date of birth: December 23, 1994.

Mobile : +961 76 39 53 91

E-mail : Margaritaaboujaoude@gmail.com

Address: Halat-Keserwan

EDUCATION

- **January 2024 till Present:** Diplome in IFRS at BCA international.
- **April 2023:** holder of Certified Management Accountant, CMA
- **September 2022 till present February:** CMA part 2 passed (Grade 380/500) (Certified Management Accountant) at BCA international.
- **August 2022:** Practical Accounting Program at BCA international
- **February 2022 till June 2022:** CMA part 1 passed (Grade 400/500) (Certified Management Accountant) at BCA international.
- **October 2016-December 2016:** CMA part 2 (Certified Management Accountant) at Morgan Downtown
- **2015-16:** Graduate BA Banking and Finance with Honor (Grade 3.51/4) (arts science and Technology University in Lebanon) AUL-Kaslik-Lebanon
- **2011-12:** Graduate BT₃ Accounting Technical Institute Ajaltoun

LANGUAGES

- Arabic: Native Language
- English: Written and Spoken
- French: Written and Spoken

TRAINING

- **From July 2016 till August 2016: Trainee**
- **At Master Pack S.A.L (Member of Indevco Group) – Zouk Mosbeh – Lebanon**

SKILLS

- **Software**

Good working knowledge of Microsoft PowerPoint, Word Outlook & Excel Spreadsheet

-Oracle (Financial & Reinsurance)

- Soft Mind (Financial & Reinsurance)
- Visual Dolphin (financial)
- Axapta.
- P.A.S

Lebanese laws: - Civil

- Labor
- Business

WORK EXPERIENCE

➤ **From September 2018 till Present: Accounting Manager**

• **Premium Broking House-Reinsurance Brokers**

- Checking daily transactions
- Maintaining accuracy of general, revenue, expenditure and subsidiary ledgers.
- Assets Depreciation
- Financial accounts reconciliation (Banks- Cash – Credit card- Checks for collection)
- Review and audit all accounts receivable, accounts payable, purchase orders, receipts, payments, and other accounting records and transactions, as well as ensuring money is posted to correct account and that all accounts balance.
- Monitoring collections, payments and cash flow movements with regular reporting to the CEO
- Preparing payment to Reinsurers on time to ensure all due payments have been paid in a timely manner.
- Prepare balance sheet and profit and loss statement
- Preparing the monthly payroll and ensuring payment before end of month and entering payroll data into the accounting software.
- Preparing and reviewing essential financial documentation regarding declarations and payments (Social Security, Income Tax)
- Preparing the actual vs budget report on monthly basis
- Assisting the auditor
- Financial Reports
- Work the day to day operations of the HR dept. (attendance, absences, leaves)

➤ **From August 2017 till September 2018: Accountant**

• **Antoine Saliba-Word of Jewelry**

- Checking and executing daily transactions
- Assets Depreciation
- Inventory count and evaluation
- Financial accounts reconciliation (Banks- Cash – Credit card- Checks for collection)
- Accounts Payable + reconciliation
- Accounts Receivable + reconciliation
- Journal voucher (Accrual Accounts, expenditures accounts, assets, stocks, third parties, income accounts)

➤ **From April 2017 till June 2017: Accountant**

• **Cinemacity-Dora-Lebanon**

- Checking and executing daily transactions
- Assets Depreciation
- Inventory count and evaluation
- Financial accounts reconciliation (Banks- Cash – Credit card- Checks for collection)
- Accounts Payable + reconciliation
- Accounts Receivable + reconciliation
- Journal voucher (Accrual Accounts, expenditures accounts, assets, stocks, third parties, income accounts)

➤ **From September 2016 till November 2016: Accountant**

• **First company– Aintoura - Lebanon**

- Checking and executing daily transactions
- Assets Depreciation
- Inventory count and evaluation
- Financial accounts reconciliation (Banks- Cash – Credit card- Checks for collection)
- Accounts Payable + reconciliation
- Accounts Receivable + reconciliation
- Journal voucher (Accrual Accounts, expenditures accounts, assets, stocks, third parties, income accounts)

➤ **From July 2016 till August 2016: Trainee**

• **Master pack S.A.L (Member of Indevco Group) – Zouk Mosbeh – Lebanon.**

➤ **From June 2014 till June 2016: Trainee**

• **Joe F.Breidy certified public accountant (auditing, accounting & tax advisory)**

- Data entry (Dolphin)
- Accounts Payable + reconciliation
- Accounts Receivable + reconciliation

• **From August 2012 till June 2016: Accountant**

Est. EYB & sons for machinery

- Data entry (Dolphin)
- Accounts Payable + reconciliation
- Accounts Receivable + reconciliation

HOBBIES

Music, Shopping, Reading, Sport and Travelling

PS: Documents are available upon request

