

## AREAS OF EXPERTISE

Technical accounting	Organisational
Data storytelling and technology	Business Knowledge
Leadership and communication	Team working
Ethical decision-making	Up-to-date tax Knowledge
Time Management	

## EXPERIENCE

### Junior Accountant

BCAF International P.C.C. audit firm, Lebanon *Apr 2023 - Present*

- Manage all accounting transactions
- Prepare budget forecasts
- Publish financial statements in time
- Handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable
- Ensure timely bank payments
- Compute taxes and prepare tax returns
- Manage balance sheets and profit/loss statements
- Report on the company's financial health and liquidity
- Audit financial transactions and documents
- Reinforce financial data confidentiality and conduct database backups when necessary
- Comply with financial policies and regulations

### Sales Manager

Zoughaib & Sons Jewelry, Lebanon *2021 - 2023*

- Managing organizational sales by developing a business plan that covers sales, revenue, and expense controls.
- Meeting planned sales goals.  
Setting individual sales targets with the sales team.  
Tracking sales goals and reporting results as necessary.  
Overseeing the activities and performance of the sales team.  
Coordinating with marketing on lead generation.  
The ongoing training of your salespeople.
- Developing your sales team through motivation, counseling, and product knowledge education.
- Promoting the organization and products.
- Understand our ideal customers and how they relate to our products.

### Junior Accountant

Mitsu-ya 弥家 Gemmayze, Lebanon *Mar 2020 - Aug 2021*

- Analyze financial information and prepare balance sheets.
- Coordinate with management and staff to prepare budgets.
- Ensure compliance with organizational guidelines and procedures, and federal and state regulations.  
Resolve account payable and receivable issues or queries.
- Accurately perform daily reconciliations of cash, check and credit card transactions, and tally and file invoices.

## EDUCATION

### Accounting & Audit

Centre National des Arts et Metiers, Lebanon *2022 - Present*

### Software Engineering

Centre National des Arts et Métiers, Lebanon *2020 - Present*

## LANGUAGES

English, French and  
Arabic