

Nadine Baalbaki

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Dedicated Senior Accountant with experience in financial management & accounting. Proven track record of delivering accurate financial reporting & analysis to support organizational goals. Seeking an opportunity to contribute my expertise to a dynamic organization.

Experience

MARCH 2023 - PRESENT

Accountant | Middle East Power MEP | Beirut, Lebanon

- Managed the full accounting cycle, including accounts receivable, accounts payable, and general ledger maintenance.
- Prepared and analyzed monthly, quarterly, and annual financial statements, ensuring accuracy and compliance with GAAP.
- Utilized accounting software and advanced Excel functions for data analysis and reporting.
- Reconciled bank statements, performed variance analysis, and identified cost-saving opportunities.

DECEMBER 2021 – MARCH 2023

Junior Accountant | Ayoub Computers | Beirut Lebanon

- Prepare documentation, reporting and analysis of accounting data as requested to provide relevant information for audit or other.
- purposes when needed.
- Perform according to stated procedures regular data entry and bookkeeping entries.
- Prepare and print regular routine and standard reports.
- Provide routine administrative duties such as filing and archiving.
- Leading and training new incoming accountant employees and monitoring their daily tasks.

DECEMBER 2020 – DECEMBER 2021

Telemarketing Team Lead | Media Solutions Service | Beirut, Lebanon

- Explain how our solutions align with the customer's pain points.
- Leading a team of Telemarketers and tracking the identified KPIs.
- Track and monitor the team's work.
- Scheduling appointments with prospective clients.
- Contact potential and current customers to promote products or services.
- Maintaining records of customer accounts.
- Ensure that the customer is satisfied and adequately taken care of while signing a contract.

OCTOBER 2019 – NOVEMBER 2019

Telemarketing Trainee | Blom Bank | Beirut, Lebanon

SEPTEMBER 2017- OCTOBER 2017

Bank Teller | Audi Bank | Beirut, Lebanon

SKILLS

- Knowledge of accounting practices
- Proficiency in accounting software
- Ability to analyze data.
- Critical thinking skills
- Accounting organizational skills
- Time management skills

Education

MAY 2019

Bachelor of Science in Banking & Finance

Lebanese University

PRESENT

Masters in Banking & Finance

Lebanese University

Certifications

- Data Entry - Level 1
- Senior Accountant – Level 2

Languages

- English
- Arabic