

# Jade Doumani

## Accountant

✉ jydsubmissions@gmail.com ☎ 03231843 📍 Beirut, LB

### PROFILE

Accomplished Senior Accountant with 5+ years of experience managing comprehensive accounting functions, financial reporting, and strategic financial planning. Graduated from an AACSB-accredited business school, ensuring a strong educational foundation in accounting and finance principles.

### EDUCATION

Bachelors in Business Administration, Lebanese American University	2014 – 2017
Masters of Arts in International Relations, Queen Mary University of London	2019 – 2021

### PROFESSIONAL EXPERIENCE

<b>Android Press, Sr. Accountant</b> <ul style="list-style-type: none"><li>Overseeing daily accounting operations, including accounts payable, accounts receivable, and general ledger.</li><li>Preparing monthly, quarterly, and annual financial statements and reports for management review.</li><li>Conducting financial analysis to identify trends, variances, and opportunities for cost reduction.</li><li>Managing royalty accounting, ensuring accurate calculation and timely payments to authors and other rights holders.</li></ul>	January 2021 – present Eugene, Oregon (Remote)
<b>Lynx Printers, Jr. Accountant</b> <ul style="list-style-type: none"><li>Assisted in maintaining the general ledger by posting journal entries and reconciling accounts.</li><li>Processed accounts payable and receivable transactions, ensuring timely and accurate payments and collections.</li><li>Conducted bank reconciliations to ensure alignment between bank statements and company records.</li><li>Gained exposure to payroll processing and assisted in related administrative tasks.</li></ul>	May 2017 – May 2019 Dubai, UAE (Remote)

### SKILLS

Microsoft Excell	● ● ● ● ●	QuickBooks	● ● ● ● ●
SAP ERP	● ● ● ● ●		