

Ghinwa Maroun Fares

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8/7/2000

Objective

I am a **Masters Business student** eager to acquire new **accounting and finance responsibilities**, successfully face work challenges by working on **developing solutions and enlarging my skillset** in a reputable company.

Professional experience

Apr 23 – Present **Finance Assistant, Amel NGO, Salim Salam, Beirut; Lebanon**

- Managed accurate entry of all financial transactions into the accounting system (eQual), ensuring precision in journal entries.
- Coordinated with Finance Officers to verify journal entries and provided essential data for reporting purposes.
- Collaborated closely with Finance Associates and Coordinators to review financial reports before submission to donors.
- Handled cash expenses and payments, including printing vouchers and coordinating with relevant stakeholders for payment.
- Ensured compliance with procurement policies and procedures, including obtaining approvals from Finance Officers.
- Facilitated communication between departments by providing documentation and facilitating relevant personnel handovers.
- Demonstrated strong attention to detail and organizational skills in managing accounting tasks and document preparation.
- Contributed to the smooth functioning of the finance process by accurately entering expenses, maintaining records, and ensuring timely submission of documents to headquarters.

Nov 2021 – Feb 2022 **Junior Accountant Intern, CAPE insurance brokers company, Achrafieh, Beirut; Lebanon**

- Handle the of client's settlement policies daily and review receipts.
- Prepare discounts, Claims, Credits and Journal transactions.
- Send statement of accounts for clients when requested (via email or official hard copies)
- Handle the accounting transactions.
- Handle the account bank reconciliation.
- Handle the account client reconciliation.
- Solve software accounting issues in coordination with the consultant.
- Handle the correspondence of the accounting.
- Clean all paid policies.

Education

2021- 2023 **Master Degree in Business Management and Audit, Saint Joseph University; Lebanon**
2018-2021 **Bachelor Degree in Business Management, Saint Joseph University; Lebanon**
2003-2018 **Baccalaureate in LS, Saint Coeur Jezzine; Lebanon**

Competencies

Computer skills **Language**

Microsoft Office Package: Word, Power point, Excel, Outlook
French: Fluent oral and written skills.
English: Proficient oral and written skills.
Arabic: Native language.
Chinese: Basic oral and written skills.

Soft skills

Team player, interpersonal skills, punctual, dedicated, hard worker, organized, fast learner.

Reference

Available upon request.