

# Jessica Azar

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## Experience

Responsible for the Financial Accounting & Operations in the Accounting unit and banking department for the daily transactions and the end of month closing, in addition of financial statements and reports.

### **Blue Infinity Wood L.L.C., Dubai, UAE**

**July 2023 – December 2023**

#### **Senior Accountant**

- Executed daily invoicing from Switzerland into the Quickbooks
- Developed reports on Excel sheets to find discrepancies between customers and the system
- Prepared financial statements such as P&L, Cash statements and Balance sheet to deliver to the manager each month
- Organized the bank and cash reconciliation to track the financial position of the company
- Follow up and book the expenses and bills and legal professional fees on the system
- Coordinated the zoom meetings with the Swiss office for weekly updates and remarks

### **Alfa Telecom (MIC 1), Beirut, Lebanon**

#### **Senior Accountant / Account Receivables / Finance**

**January 2018 – June 2023**

- Executed and organized financial reports and projects with clients to maximize cash collection
- Lessened Alfa's expenses & time by building a strategy to limit the commissions costs and variances from Alfa's accounts by the bank
- Developed 70% of AX dynamics' (ERP) data and workflows with an outsourced company
- Remodeled ATM and Mobijoux (LOTO) projects and statements
- Composed creative Banks Reconciliation for the monthly, quarterly, and annual closings process within the ERP software and worked closely with the team members to ensure a smooth daily and month end closing
- Assisting in reviewing and posting the daily AR transactions entries and other financial processes including daily web-banking transactions and reports
- Updated the General Ledger's transactions to minimize mistakes and reviewed charges and taxes
- Organized the balance sheet reconciliations and cash flows statements every month and analyzing monthly projects
- Ensured semi-annual and annual forecasts budgets, as cost control
- Reached a strong coordination and supporting colleagues, clients, suppliers, banks and external auditors.

#### **Treasury Expert / Finance**

**May 2014 – December 2017**

- Operated Alfa's daily cash activities and invested of surplus cash when needed
- Assessed periodic liquidity needs, bank account management activities (bank accounts opening)
- Updated daily FX operational rates
- Ensured daily web-banking payments and transactions and related updates with the AP team to follow the payment batches
- Composed the statements of Balance sheets, Profit/loss and cashflows
- Facilitated cash management strategies for the Accounts payables unit and assisted in the cash forecast
- Ensured a well relationship and with the Bank's directors and managers dealing with Alfa.

**Banking and ATM expert / Finance****November 2012 – May 2014**

- Performed 80% of Alfa's daily income cash transactions on the AX dynamics program
- Developed ATM reports and commissions with the appropriate banks
- Created MS office Excel files for each client and implemented new formulas for calculations
- Demonstrated a good communication with the manager and the team to ensure a well role in banking Experience reconciliation process
- Exceeded in the data entry of all kinds of invoices on the system.

**Customer Representative / Customer service****December 2012 – November 2012**

- Ensured a professional relationship with customers
- Exceeded in working under pressure
- Successfully targeted VIP clients

**Contact Center agent / Customer Service****June 2010 – December 2012**

- Follow up of daily issues related to clients and complaints
  - Communication tests with the team supervisor
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**Education**

Lebanese University, Lebanon 2009 Bachelor's Degree In Business management

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**Certifications**

- Cash Flow and Capital Budgeting, Formatech 2018
  - VAT Workshop, Lebanese Ministry of Finance 2018
  - Advanced Excel Formulas, Formatech 2018
  - 2018 ACFE Lebanon Chapter Fraud Conference 2018
  - IFRS Financial Statement Workshop, Morgan 2014
  - Teller, BLC bank 2011
  - Problem solving and decision making, Alison online 2021
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**Skills**

- Ability to work under pressure and meet deadlines
  - Continuous follow-up of accounting and operating transactions to bring improvements and efficiency to solve problems
  - Fast Learner on accounting systems and knowledge in the ERP and Quickbooks
  - Excellent interpersonal and communication skills with the team members
  - Well-built time management skills
  - Ability to solve IT problems in critical situations
  - Strong motivation while working under pressure on various projects
  - Excellent English communication skills
  - Languages: Fluent in Arabic, French & English
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