

Joumana Nabil khoueiry

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Education

Dec 2021– Sep 2022	Lebanese University -Faculty of Economics and Business Administration-section II Master in Business Administration, with Emphasis on Audit and AccountingExpected Graduated: Fall 2022 Courses Taken: Special Accounting,MIS,External Audit International Accounting Standard	Lebanon
Sep 2018– Dec 2021	Lebanese University -Faculty of Economics and Business Administration-section II Bachelor in Business Administration, with Emphasis on Audit and Accounting Expected Graduated: Fall 2021 Courses Taken: Accounting I and II, Marketing, Management, Business law, Math, General computing, Applied computing	Lebanon
Sep 2015– June 2018	Lycee ajaltoun Lebanese Baccalaureate: Official in May 2018.	Lebanon

Experience

April 2024 – Present	CMA CGM- GBS Lebanon Position held: Intermediate Accountant Agent Accounts Payable – Cost Controller <ul style="list-style-type: none">• Validate the expenses for new countries on 4 different systems• Support other foreign countries process when needed.• Identify and address discrepancies in invoices and payments• Manage and oversee the accounts payable process for 8 different foreign countries.• Ensure timely and accurate processing of invoices and payments• Collaborate with cross-functional teams to develop and implement cost reduction initiatives.• Develop and maintain strong internal controls• Worked closely with regional cost controller to monitor and ensure compliance with accounting policies and procedures	Lebanon
June 2022 – Present	CMA CGM- GBS Lebanon Position held: Junior Accountant Agent Accounts Payable – Cost Controller <ul style="list-style-type: none">• Identified and addressed discrepancies in invoices and payments• Managed and oversaw the accounts payable process for 6 different foreign countries.• Ensured timely and accurate processing of invoices and payments• Collaborated with cross-functional teams to develop and implement cost reduction initiatives.• Developed and maintain strong internal controls• Worked closely with regional cost controller to monitor and ensure compliance with accounting policies and procedures	Lebanon
Aug 2021 – June 2022	Yelow travel Agency Position held: Junior Accountant <ul style="list-style-type: none">• Performed the reconciliation and verification of supplier accounts• Rectified all ledger accounts belonging to customers• Audited the agents' sales statements• Reviewed all the necessary supporting documents• Audited payment receipts	Lebanon

- Calculate and verify account receivables and payables
- Handled petty cash

Certificates

November 2020	Excel Skills for Business: Essentials. Macquarie University- Sydney Australia.
December 2020	Excel Skills for Business: Intermediate I. Macquarie University- Sydney Australia.

Summary skill

LANGUAGES: Fluent in English, Arabic and French

COMPUTER SKILLS: MS Word, Excel, PowerPoint, Oracle, Corsair(VCR), Sharepoint, LARA Amadeus, Galileo, Focus.

SOFT SKILLS: Leadership, Communication, Management, and Problem Solving