

Sara Ghader

Choueifet - Lebanon

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Lebanese | Date of Birth: Sep 25,1997

Motivated Accountant with 6 Years of Experience

Quick Learner
Working under pressure

Teamwork
Communication Skills

Degrees:	BA, Accounting , LU, Lebanon (2018)
Languages:	Arabic, French and English
Technologies:	MS Office

EXPERIENCE

Junior Accountant, Green Glory S.A.L

Oct 2021 - Present

- Maintain on daily basis an accurate journal entry for proper reconciliation.
- Record invoices in the company financial system.
- Preparing bank reconciliations and other external parties reconciliations.
- Collaborate with sales team to facilitate the flow of information between clients and sales.
- Helping and supporting Accounting Manager with external auditor requests.
- Assisting with the month-end closing process and reporting.
- Processing the daily accounting entries for attributed companies: Green Glory Offshore, Green Glory for General Trade, El Badr Printing, Afak El Ghad.

Badr Foundation

- Review the name for donations requests to make sure they are not repeated.
- Review the supportive documents to match the original request.
- Data entry for all transactions.
- Ensure that the monthly budget for donations is not exceeded.
- Prepare Donor Financial Report.

Accounting, Moussa Tohmaz Steel S.A.R.L, Lebanon

Sept 2018 - Sept 2021

- Handled customer traffic and provided customer service to up to 100 customers.
- Responsible for invoice purchases, cash, POS and cheques.
- Opened and closed register at the end of the shift.
- Issued invoices for the ministry of Finance for taxes.
- Opened accounts for customers filled with personal data and cash amounts

TRAINING

Accounting, United National Group S.A.L., Lebanon

Feb **2017** - Oct **2017**

- Managed inventory and stock.
- Handled data entry and VAT tax invoices.
- Observed all aspects of the work.

EDUCATION

Bookkeeper - Accounting Training Academy

June 2021

- All kinds of Journal Vouchers.
- Accruals and Prepaid Expenses.
- Income Statement.
- Balance sheet.
- Reconciliations.
- Payroll.
- VAT and CNSS preparation.

Bachelor' Degree, Accounting, Lebanese University, Lebanon

2018

Accounting Software:

Uno, Dynamics Nav, Noria.