

EDUCATION

Lebanese Canadian University, Lebanon **2023**
Bachelor's degree in Business Administration – Business Management

Lycee Amchit High school, Lebanon. **2017**
Baccalaureate in Sociology and Economics

EXPERIENCE

Tchooz Shoes SAL , Lebanon **July 2024-Present**
Accountant

- Assist with the preparation of financial statements and reports.
- Maintain accurate and up-to-date financial records.
- Post and process journal entries to ensure all business transactions are recorded.
- Process accounts receivable/payable and handle payroll in a timely manner.
- Prepare and issue invoices, track payments, and manage collections.
- Reconcile accounts payable and receivable.
- Perform bank reconciliations and ensure discrepancies are resolved promptly.
- Maintain the general ledger and financial documentation.
- Ensure accuracy of financial data and documentation.
- Support internal and external audits by providing necessary information and documentation.
- Ensure compliance with applicable financial regulations and standards.
- Assist in preparing tax filings and other statutory financial reporting.
- Provide administrative support to the accounting team as needed.
- Assist the inventory team in doing physical inventories.
- Assist the inventory team in creating items on the system.
- Assist with special projects and ad-hoc accounting analysis.

IPT Group Finance and Accounting **January 2023-July 2024**

- Maintains the impress account for the station.
- Keeps ledgers of daily expenses.
- Reconcile the accounts payable, accounts receivable, daily, weekly, and monthly deposits with station attendants.
- Maintains fixed assets register for all company's assets at the station.
- Ensuring that financial records are maintained in compliance with lawful and accepted procedures and policies of the company.

Premium commercial services (PCS), Lebanon **August 2022 – December 2022**
Dispatcher

- Understanding the client's business, industry, and market.
- Subscribe to a professional service standard for responding to colleagues and clients returning voice mail and electronic communications and use business etiquette in all your communications, including outbound voicemail message, and electronic correspondence.
- Collaborate with senior management in global service management to foster business strategy implementation.
- Take ownership and accountability for the resolution of complex issues and concerns at the first point of contact.
- Coordinate and follow-up with direct reports on assignments.

Oils Refining, Lebanon **May 2021 – August 2022**
Head manager

- Ensure plant is operating efficiently.

- Analyze specifications and controls.
- Ensure operation of processing units to produce oils.
- Perform distillation, absorption, extraction, adsorption, thermal and catalytic cracking and reforming, polymerization, isomerization, coking, Vis breaking, and alkylation.
- Read schedules.
- Analyze oil samples.
- Produce laboratory recommendations.
- Determine quality of product.
- Move knobs, switches, and levers.
- Monitor variables such as temperature, pressure, vacuum, and time.
- Perform automatic regulation.
- Control units by remote control.
- Operate heaters, furnaces, compressors, exchangers, reactors, quenchers, stabilizers, fractionators, rechargers, absorbers, strippers, debutanizers, stills, and towers.
- Regulate pumps and compressors.
- Perform repairs as necessary.
- Check for leaks and faulty valves.
- Patrol units to secure safety.
- Report malfunctioning equipment.
- Lubricate and clean equipment.
- Circulate chemicals in process units.
- Observe automatic warning signals.

Geara Co. Supermarket Amchit, Lebanon
Cashier and Floor manager

2018- 2021

- Supervise staff.
- Train staff to perform allocated roles.
- Manage inventory.
- Assist customers with any queries or requests.
- Administer pay slips to staff.

EXTRACURRICULAR ACTIVITIES Boy Scout | Cedars Scout

For over 10 consecutive years where I gained a strong personality and personal reliability and conducted monthly meetings for lower-ranking Boy scouts.

SUMMARY SKILLS Languages: Fluent in **English, French and Arabic**

Computer skills: Microsoft office, Microsoft Excel, Microsoft PowerPoint, Orange Accounting, Omega., Dolphin System.

Soft Skills: Problem solving skills, work ethic, flexibility, leadership skills, teamwork skills, communication skills. **Interests:** Swimming, football, basketball.