

# Nisrine Dimachkieh

Beirut, Lebanon  
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## EDUCATION

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Sep 2017 - Jun 2020

### American University of Beirut

Bachelor's in Business Administration – concentration Accounting  
(GPA: 89.6, Honor's List, Member of The International Honor Society Beta Gamma Sigma)

Deliverables:

- Recipient of the BLOM Bank full scholarship for top business students at AUB

## WORK EXPERIENCE

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Jun 2022 – Present

### Saba Intellectual Property

Position held: **Junior Accountant**

System used: **Dolphin**

- Post offices and agents' invoices
- Allocate branches' costs on client's invoices
- Allocate clients' unknown payments as their details are provided
- Handle agents' payments on a monthly/quarterly basis
- Perform monthly banks and inter-offices reconciliations
- Manage the accounting operations of the company cafeteria, including end-of-day closing, supplier payments and petty cash reconciliation

Feb 2023 – Jul 2023

### Code Brave Lebanon

Position held: **Part-time Junior Accountant**

System used: **Google Sheets**

- Update Nominal Ledger and Cashbook on a daily basis with ensuring that all back-up documents, approvals and supporting documents are filed
- Perform monthly bank reconciliation
- Support in the preparation of quarterly financial reports to present to Code Brave's board at quarterly meetings

Dec 2021 -May 2022

### Securite Assurance

Position held: **Junior Accountant**

System used: **Iris**

- Monitor cashier and accounting transactions in HQ and branches
- Reconcile bank accounts, receivables, suppliers and inter-companies accounts
- Report monthly branches expenses budget
- Prepare weekly report regarding all transfers and deposits to the bank accounts
- Prepare bank letters for payroll, payables and inter-companies transfers

Feb 2021 -Jul 2021

### Media Doc

Position Held: **Customer Support Specialist**

- Help agencies on using info3plan, Media Doc's product for entering media plans
- Log all requests/anomalies in a ticketing system and ensure they are successfully resolved
- Proactively identify any problem that may arise and communicate it with the technical team
- Perform functional tests to check the quality of new product versions
- Participate in project follow-up meetings with the client

## **INTERNSHIP EXPERIENCE**

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**Oct 2020 – Dec 2020**

### **NokNok SAL**

Position Held: **Commercial Intern**

- Compare daily reports on the availability of inventory and adjust on ERP accordingly
- Forecast the expected demand for some products and prepare the purchase orders for the suppliers
- Contact the warehouses' controllers to add or edit a PO when receiving different quantities than that mentioned in the PO
- Prepare a weekly report on the out-of-stock products' rate and the contribution of each product to the total sale

**Jun 2020 – Sep 2020**

### **Akil for Accounting & Audit**

Position Held: **Accounting and Audit Intern**

- Assist in the preparation of the financial statements of the assigned client
- Maintain daily contact with clients to request necessary documents for audit process
- Maintain accurate financial records and entries using Al Ameen system

## **SUMMARY SKILLS**

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**COMPUTER SKILLS:** MS Office (advanced)

**LANGUAGES:** Arabic (native), French (fluent), English(fluent)