

Melissa Assaly

Sin El Fil, Mount Lebanon, Lebanon
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EDUCATION

Kaplan Schweser

- CFA level 1 Candidate

Beirut, Lebanon
February 2024-Now

Lebanese University

Bachelor of Accounting and Auditing

Beirut, Lebanon
2020-2024

- Learned the foundation in financial principles, audit procedures, and comprehensive knowledge of accounting practices.
- Introduction to the financial management and assurance industry.

WORKING EXPERIENCE

Serhal Nassar & Co

Audit trainee

Beirut, Lebanon
November 2023 – January 2024

- Prepared financial statements.
- Prepared invoices entries using Dolphin and Pims software.
- Performed external audits.
- Assisted in VAT.
- Assisted in preparing Payroll taxes and CNSS forms.

Milaha Qatar

Data Entry (Remote Work)

Sin El Fil, Lebanon
October 2021 – November 2022

- Acted as the initial point of contact for inquiries about data-related matters.
- Gathered data from diverse sources and systematically managing it within a computer-based organizational system.
- Entered data within Microsoft Excel spreadsheets and Access databases with precision and proficiency.

OTHER QUALIFICATIONS

- Computer Skills: Microsoft Office (Office 365, Excel, Word, PowerPoint, Teams, Outlook... etc.)
- General Skills: Work under stress, team worker, professional in work, high communication skills, patient, emotional intelligent.
- Languages: Arabic (Native language), English (B1 CEFR level), French (B1 CEFR level), Spanish (A1 level).