

# CAREN ELIAS BADAAN

Baabda, Lebanon

+96170340065

[caren-ba97@outlook.com](mailto:caren-ba97@outlook.com)

DOB: 22 December 1997

## Objective

Highly organized person seeking a role in a company that values self-motivated workers.

Enjoys demanding work to meet deadlines and work at high volume with the rewards of being challenged in my role.

## Experience

### HD Holding

July 2024-Present

#### *Accountant and collection agent*

- Maintaining and reconciling payable and receivables reports to confirm the accuracy
- Fulfilling payments and receiving, processing, and verifying invoices
- Processing payments to suppliers and vendors.
- Managing the collection of overdue accounts and following up with suppliers on outstanding payments.
- Handling three internal companies
- Securing revenue by verifying and posting receipts.

### Middle East Airlines

September 2022-July 2024

#### *Cabin Crew*

- Customer service
- Food and beverage service
- Boarding
- Medical first aid
- Safety and security orientation

### J Saroufim SARL:

June 2018- Aug 2022

#### *Executive Accountant / Administrative Assistant*

- Assist with reviewing of expenses, payroll records etc. as assigned
- Assist with Accounting Manager in the preparation of monthly/yearly closings
- Booking Revenues, cost of Revenues, payments, receipts, bank transactions, handling petty cash, accruals, and prepayments
- Updating accounts receivable/payable and performing reconciliations.
- Assist with external auditors for yearly closing.
- Prepare and submit weekly/monthly reports
- Post and process journal entries to ensure all business transactions are recorded
- Update accounts receivable and issuing invoices
- Prepare management files for monthly shareholder's meeting: cash flow, P&L
- Operating personal bookings, emails and meetings for the CEO

## Education

- **Antonine University** - 2018: Bachelor Degree in Business Administration
- **IELTS** – 2023: British Council

## Skills

- Excellent organizing abilities
- Great attention to details
- Teamwork spirit
- Great communication skills
- Able to manage time and tasks
- Fast learner
- Able to work flexible hours and under pressure
- Active - Motivated
- Excellent knowledge of MS Office and relevant computer software: **Dolphin Visual, Xero and Ctrl+.**

## Achievement and Rewards

- Training certificate at Bank of Lebanon- 2017
- Internship at Saradar Bank
- Dance Teacher at Yarez Leisure Club

## Languages

- English: Fluent
- French: Fluent
- Arabic: Native