

# Christelle Amine Nasr

## ACCOUNTANT

[nasrchristelle55@gmail.com](mailto:nasrchristelle55@gmail.com)

+961 71 380 491

Beit Chaar, Lebanon

As an Accountant with a strong academic background, I am eager to contribute to a dynamic accounting and auditing team to expand my knowledge and skills in this field while making a meaningful impact on financial operations. I am committed to maintaining a high-level of accuracy, confidentiality, and ethical standards in my work.

## EDUCATION

---

### BACHELOR'S IN ACCOUNTING

CNAM ISAE, Bikfaya Matn

2019 – 2023

### LEBANESE BACCALAUREATE IN ECONOMICS AND SOCIOLOGY

ANTELIAS OFFICIAL HIGH SCHOOL, Antelias

2015 – 2018

## EXPERIENCES

---

### HARIKA TAX CONSULTANCY AND AUDITING SERVICES

January 2024-August 2024

#### ACCOUNTANT

- Managing NSSF declarations, ensuring accuracy and compliance by gathering and verifying payroll data according to regulations
- Overseeing payroll operations for precision and timeliness, including salary calculations, financial data assembly, tax computation, and form completion
- Handling preparation and submission of Withholding Tax (WHT) declarations for non-resident income
- Controlling VAT calculations, conducting financial analysis to detect discrepancies and preparing detailed reports for tax authorities
- Assisting senior auditors by conducting internal control testing, analyzing financial data, and documenting audit procedures and findings

### M-CONSULTANTS, ZALKA

April 2023 – September 2023

#### JUNIOR ACCOUNTANT

- Performed efficient data entry tasks, including invoice processing, expense tracking and payroll data
- Managed accounts payable and accounts receivable, banks and suppliers' reconciliation processes
- Provided support during external and internal audits, ensuring all audit requirements were met
- Stayed up to date with changes in accounting standards and ensured company compliance
- Prioritized work tasks to ensure that critical financial processes were completed on time

### ROBOCOM VR, DBAYEH

#### ADMINISTRATIVE ASSISTANT

January 2022 – December 2022

- Answered and directed phone calls and emails to appropriate parties
- Organized and scheduled appointments and meetings
- Maintained accurate records and file documents
- Greeted and assisted visitors to RobocomVR office

## **ACTED, BEIRUT**

### **SOCIAL WORKER**

*October 2020 – March 2021*

- Visited damaged shelters and filled rapid cash assessments for people in need
- Called beneficiaries in order to follow the same cash assessment procedure
- Completed surveys and call assignments about farmers

## **WOODEN BAKERY, AWKAR**

### **CASHIER / CUSTOMER SERVICE**

*July 2018 – January 2019*

- Processed sales transactions using a cash register system
- Handled cash, credit, and other forms of payment accurately
- Resolved customer complaints or issues

## **SELECT AGENCY, BEIRUT**

### **HOSTESS**

*July 2017 – July 2018*

- Welcomed guests as they arrive at the event, and managed registrations
- Managed guest lists and ensured that attendees are directed to their seating areas
- Liaised with event organizers to ensure that all activities are delivered as planned
- Maintained a professional demeanor at all times, even in challenging situations

## **CERTIFICATIONS**

---

### **TIME MANAGEMENT**

*Through the support of Forward Mena and ICF*

*Beirut, February 2023*

### **CREATIVITY – INNOVATIVE THINKING**

*Through the support of Forward Mena and ICF*

*Beirut, December 2022*

## **LANGUAGES**

---

- English  
*Professional working proficiency*
- French  
*Native or bilingual proficiency*
- Arabic  
*Native or bilingual proficiency*

## **SKILLS**

---

- Accounting principles
- Analytical ability
- Knowledge of general business practices
- Microsoft Office Suite
- Time management
- Adaptability
- Attention to detail and accuracy
- Knowledge in WINS, SILICON, OMEGA and WIZARD softwares