

Angela Geagea

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Education

SAGESSE UNIVERSITY IN LEBANON

Double Masters in Computer science methods applied to business management (MIAGe)

Lebanon,
2022 – Present

ART, SCIENCES AND TECHNOLOGY UNIVERSITY IN LEBANON

Bachelor degree in Business Administration - Accounting
GPA [3]

Lebanon, 2021

COLLEGE NOTRE DAME DE LOUAIZE

Lebanese Baccalaureate – Section SV

Lebanon, 2018

Experience

ARAMEX

Accountant

Lebanon,
07/2023 – Present

- Maintain up-to-date aging reports, ensure precise application of credits and collections, and promptly resolve any discrepancies.
- Manage billing accounts and records, ensuring accuracy and completeness in billing information while maintaining detailed records to support financial operations.
- Coordinate with sales departments to address billing discrepancies and ensure smooth revenue collection.
- Monitor, collect, and record payments, ensuring accurate and timely entries.
- Conduct regular reconciliations to identify and address discrepancies in accounts.
- Create and analyze detailed aging reports to highlight overdue accounts, support collection strategies and assist financial planning.

MTV - STUDIOVISION

Junior Accountant

Lebanon,
02/2021 – 07/2023

- Ensured accurate and timely entry of salary information and matched invoices with corresponding records.
- Oversaw payments and expenditures, including payroll, purchase orders, invoices, statements, and petty cash, ensuring accurate financial tracking.
- Performed regular reconciliations to identify and resolve discrepancies in financial records.
- Handled inquiries and maintained effective relationships with suppliers and financial institutions.
- Supported the finance team in reconciling accounts and preparing reports for month-end closing activities
- Implemented systematic filing and archiving processes for financial records.

MTV – STUDIOVISION

Webmaster – Social Media Specialist

Lebanon,
02/2019 – 01/2021

- Coordinate, design, develop, and maintain the online presence of MTV across Instagram, Facebook, Twitter, YouTube, and the website.
- Oversee day-to-day operations of social media profiles, including content scheduling, audience engagement and overall profile maintenance.
- Track and analyze metrics to assess the effectiveness of campaigns and adjust strategies based on data insights.

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Skills & Interests

Technical: Microsoft Office (Excel, Word, PowerPoint), RHOZET Carbon Coder Converter, Vegas Pro, SAP ERP, JD Edwards (JDE) ERP, Salesforce CRM.

Languages:

- Arabic, Native Language
- English, Fluent (speaking, reading and writing)
- French, Fluent (speaking, reading and writing)

Certificates: Maritime Sea Rescue Certificate from the Lebanese Sea Rescue Unit