

Jacqueline Assaad

Email: Jacquelineassaad1@gmail.com

Phone number: +961 71936945

Address: Zouk Mosbeh, Keserwan, Lebanon

LinkedIn: <https://www.linkedin.com/in/jacqueline-assaad-581683203/>

Education

- **Lebanese Baccalaureate, Life Sciences**
College Notre Dame de Louaize (September 2004- June 2019)
- **Bachelor of Business Administration, Finance**
Lebanese University (October 2019- Jan 2023)

Experience

- **Accountant: Malia Group** (August 2023-Present):
 - Receiving, verifying and processing financial documents of suppliers.
 - Ensuring timely payments are executed (Advances, and upon payment terms) through issuing checks, bank transfers or cash payments.
 - Reconciling suppliers' statements of accounts and banks' statements and reporting and solving discrepancies.
 - Producing reports of available prepayments, maturity list and fixed assets.
 - Contributing to end of month, end of quarter and end of year closure.
 - Ensure accounts payable records are filled correctly and efficiently.
 - Providing additional analysis and reconciling of general ledger accounts as well as transitory accounts.
 - Entering daily the currencies rate on system.
- **Admin for Corporate General Business Relations: Fidelity Insurance & Reinsurance Co:** (August 2022- July 2023)
 - Insuring all offers and quotations sent by executives of the Property, Casualty and Marine department are recorded and updated regularly on Excel.

- Recording the requests for any renewals, cancelations, endorsements and new requests on the Tracking system on a daily basis to insure are requests are received to the production department.
 - Following up with the production department for the requests related to the issuance of policies (due for delivery) through the Tracking application by recording the necessary information.
 - Following up with account executives on pending offers, non-renewed policies and facultative business renewals regarding reinsurers.
 - Creating survey reports related to each surveyor, as well as monthly reports related to non-renewed or lost policies for statistical issues.
 - Assisting brokers with their inquiries regarding soft copies of policies.
- **Data verification trainee: Fidelity Insurance & Reinsurance Co: (May 2022- July 2022)**
 - Creating and updating existing pins related to clients.
 - Providing the concerned departments that issue policies with pins by performing the adequate search for pins related to clients and creating new pins if not existing before.
 - Working on correcting wrong entities of pins that were created.
 - **Cashier: Le Charcutier, Lebanon (September 2021- December 2021)**
 - Displaying responsibility with handling monetary issues.
 - Dealing with all payment methods.
 - **Accounting Intern: Gio Delicatesse, Rabieh, Lebanon (October 2020- December 2020)**
Assisting with filling, data entry, and recording and maintaining accurate financial records.
 - **Cashier: Rio Lento Waterpark, Lebanon (July 2017- August 2018)**
Greeting customers, collecting payments and accepting customer returns.

Volunteering Experience:

S.M.I.L.E: Save Many Innocent Lives Everyday:

Completing 109 community service hours at various NGO's, and visiting nursing homes and shelters.

Skills

- **Computer skills:** advanced knowledge in Microsoft Word, Microsoft Excel and Microsoft PowerPoint
- **Accounting skills:** filling and data entry
- **Languages:** proficient in three languages: Arabic (mother tongue), English and French
- **Flexibility:** able to cope with different circumstances
- **Interpersonal and communication skills:** able to interact with others effectively

Awards & Certifications:

- **Excel crash course (21.01.2021)**
CFI: Corporate Finance Institute
- **Introduction to Corporate finance (15.01.2021)**
CFI: Corporate Finance Institute
- **Financial Basics (19.03.2021)**
Centre MINE- Lebanese University and “Challenge to Change”.
- **The Power of Communication (20.03.2021)**
Centre MINE- Lebanese University and “Challenge to Change”.
- **Track the way: Mapping out a path for a successful project (26.03.2021)**
Centre MINE- Lebanese University and “Makesense”.
- **Sustainable Business (19.05.2021)**
Centre MINE- Lebanese University
- **Power of Cryptocurrencies and Blockchain Technology (22.05.2021)** Centre MINE –Lebanese University

