

Vali Jaber

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Summary

Detail-oriented accountant with experience in financial record-keeping, account reconciliation and stock control. Skilled in using accounting software and spreadsheet software. Strong background in education and leadership, having served as a teacher, coordinator and house parent. Experienced in customer services and business operations, including founding and managing an online bookstore. Adept at problem-solving, attention to details, data analyzing and multitasking.

Education

Bachelor of Science in Mathematics, Lebanese University – Hadath, 2021

Lebanese Official Baccalaureate – General Sciences, College Notre Dame de la Consolata

Work Experience

Accountant – Chateau Kefraya (19/6/2023 – Present)

- Assist in maintaining general ledger and financial records.
- Prepare invoices, expense reports, and financial statements.
- Process and reconcile accounts receivable and payable records.
- Support bank reconciliations and ensure data accuracy.
- Assist in budgeting, financial forecasting, and variance analysis.
- Generate reports using accounting software.
- Ensure compliance with accounting standards and regulations.
- Support audit preparation and documentation.
- Participating in regular stock audits to verify physical inventory and comparing with records
- Ensuring accurate data entry in inventory and financial systems, and reconciling stock records with financial documents.

House Parent – Johann Ludwig Schneller School (2/2022-12/2023)

- Offering emotional and social support to students, helping them adjust to boarding life, and being a trusted mentor.
- Ensuring students' physical and mental health by monitoring their well-being and seeking assistance from health professionals when needed.
- Helping to maintain discipline and addressing behavioral issues, ensuring students adhere to school rules and standards.
- Assisting students with their homework and studies, providing guidance on academic challenges.

- Keeping in regular contact with students' families to update them on their child's progress, behavior, and any concerns.
- Ensuring students' safety and supervising them during free time, meals, and in dormitories.

After school English Teacher – Johann Ludwig Schneller School (10/2022-12/2023)

- Introducing and reinforcing the English alphabet, helping students recognize and pronounce letters correctly.
- Taught basic vocabulary, including common words and phrases, to build students' foundational language skills.
- Focused on phonics and sound-letter correspondence to help students improve their reading and pronunciation.
- Assisted students in forming basic sentences, helping them understand sentence structure.
- Guided students in learning how to read and write simple words and sentences.
- Organized fun and interactive activities like flashcards, games, and songs to reinforce letter recognition and vocabulary.
- Monitored students' progress through simple reading, writing, and oral assessments to ensure continuous improvement.
- Motivated students to practice speaking and writing in English through praise and positive reinforcement.

Mathematics and Sciences Teacher and Coordinator – Compassion Protestant Society (9/2022-5/2023)

- Taught mathematics and sciences to students at various grade levels ensuring lesson plans were engaging, effective, and aligned with curriculum standards.
- Assessed and tracked student progress through regular quizzes, exams and assignments.
- Provided individual support to students requiring extra help, offering tutoring and differentiated learning opportunities.
- Promoted best practices in mathematics and sciences education, facilitating workshops and professional learning communities.
- Led the mathematics department, coordinating curriculum development and ensuring the delivery of high-quality math instruction across grade levels.

Founder and Manager – Bibliowha Bookstore (2/2021-12/2021)

- Launched and managed an online bookstore via Instagram (bibliowha.lb).
- Designed the brand logo via Canva and handled supplier and delivery coordination.
- Created promotional campaigns based on market analysis, boosting sales.
- Ensured efficient customer service and optimized sales performance.

Salesperson – Salem Shopping Center (5/2021-6/2021)

- Assisted customers, answered inquiries, and handled sales transactions.
- Promoted customer loyalty through excellent service and assistance.
- Worked flexible shifts to support business needs.

Private Mathematics Tutor (10/2016-7/2023)

- Provided personalized tutoring, improving students' math skills.

- Developed strategic learning techniques for better comprehension.
- Maintained structured follow-ups to ensure academic progress.
- Taught mathematics to students from Grade 3 to Grade 12, including preparation for official exams, ensuring successful outcomes for all students (All students passed the official exams with several achieving notable scores, including a minimum of 14/20 as the lowest score)

Technical Skills

- ERP system (Visual Dolphin)
- Spreadsheet software (Microsoft Excel, Google Sheets)
- Canva
- Microsoft Office (Word, Power Point)
- Accounting principles (GAAP)

Soft Skills

- Problem solving
- Collaboration
- Written and verbal communication skills
- Critical thinking
- Time management
- Multitasking
- Attention to details
- Organization
- Data analysis
- Active learning
- Customer service

Languages

- Arabic: Native
- English: Bilingual Proficiency
- French: Bilingual Proficiency
- German: Limited Working Proficiency

Hobbies and Interests

Music | Photography | Hiking | Painting | Languages