

Rawan Al Harakeh

Nationality: Lebanese **Telephone:** +961 70867171 **Email:** rawan.alharakeh@gmail.com **Age:** 20/12/1994

To Secure a challenging position as a Senior Accountant in a reputed organization that provides an opportunity to utilize my accounting knowledge and skills.

EDUCATION:

- **2016 - 2018:** Master of Auditing and Accounting, Islamic University of Lebanon
Thesis: Internal Auditing under international standards and its impact on risk management (empirical study). Thesis grade: 87/100
 - **2013 - 2015:** BA in Accounting, Lebanese university
Thesis: Accounting for salaries, wages and CNSS. Thesis grade: 87/100
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WORK EXPERIENCE

11/2020 - Present: Senior Accountant at Cetco Group

- Monthly and daily reporting (Cash flows, P & L, Net Value, stock, supplier and customers' ageing reports, sales, expenses, & cost of production).
- Auditing for daily accounting transactions (journal entries, payments, & receipts).
- Monthly transactions entries (depreciation, salaries, & provisions).
- Stock pricing, cost control, stock variance and stock control.
- Inventory count & driving result through excel using v look up method.
- Preparing data & trial balances for vat declaration.
- Foreign purchases over cost.
- Petty cash control and reconciliation.
- Suppliers' reconciliation.

04/2017 – 10/2020: Accountant at Prestige Management Company

- Daily transactions entry (journal entry, payments, receipts)
- Banks, cashes, and suppliers balance reconciliations.
- Monthly P&L, salaries, provisions...
- Monthly stock variance and cost.

07/2016 – 02/2017: Accountant at Fimco s.a.r.l

- Daily transactions entry (journal entry, payments, receipts)
 - Salaries, family allowances, CNSS, TVA
 - Cost of Abroad purchase
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LANGUAGES:

English: IELTS 2020 - 7.0/10

Arabic: Native Language

COMPUTER SKILLS:

Microsoft Office: Word, Excel, PowerPoint, Access

Statistics: SPSS

Accounting Programs: Bee2, Minerva.

Personal skills:

Accounting principles & standards, ability to analyze data and draw conclusions, communication & interpersonal skills, leadership abilities, analytical thinking.
