



Bassel Abou Zeki

Accounting

As an accounting graduate, I have acquired a comprehensive understanding of financial principles, auditing, taxation, and accounting software. My coursework has equipped me with strong analytical and problem-solving skills. I am eager to apply this knowledge to contribute to effective financial management, and I am enthusiastic about pursuing opportunities that allow me to further develop my expertise in areas such as financial reporting, budget analysis, and tax planning.

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EDUCATION

M1 in Accounting and Auditing

Lebanese University/Aley

09/2022 - Present

Aley, Lebanon

Bachelor Accounting

Lebanese University/Aley

09/2018 - 09/2021

Aley, Lebanon

Lebanese Official Baccalaureate

Maroun Abboud/Aley

09/2015 - 09/2018

Aley, Lebanon

WORK EXPERIENCE

Accounting/Internship

MGI Kica International

06/2022 - 12/2022

Achievements/Tasks

- Proficient in accurate data entry for financial records, including purchases, expenses, and sales.
- Skilled at reviewing account balances, supplier agreements, and customer settlements to ensure financial accuracy.
- Demonstrated dedication to precise and accurate financial data management during the internship.
- Prepared for an accounting career through diverse tasks that improved practical skills.
- Practical experience in financial record-keeping, focusing on purchases, expenses, and sales.
- Committed to maintaining the integrity of financial data through diligent transaction recording.

Accounting/Internship (2024)

Al Iman Hospital

05/2024 - 06/2024

- Completed a month-long internship at Al Iman Hospital, during which I worked 240 sessions in accounting.
- Managed accounting records for suppliers.
- Handled accounting records for customers.
- Performed data entry tasks.

SKILLS

Analytical Skills

Attention to Detail

Organizational Skills

Problem Solving

Communication Skills

Time Management

Teamwork

Continuous Learning

Software Literate

Internal Auditing

Tax Accounting

Financial Accounting

CERTIFICATES

Accounting Certification - Junior Level (06/2023 - 07/2023)

Launching a junior accounting career, blending theory with practical experience in diverse industries.

Accounting Certification - Senior Level (08/2023 - 09/2023)

Experienced accountant with a varied background in both local and global scenarios. Skilled in accounting software, with a focus on stock management.

Accounting Certification - Chief Level (10/2023 - 11/2023)

Experienced in accounting, specializing in financial auditing, balance sheets, financial reporting, and tax declarations.

Hospitality Certification - (10/2023 - 11/2023)

Earned certificates in Quality Management and Life Skills, provided by Four Finance and implemented by ANERA, through a workshop that covered subjects including Interior Design, Graphic Design, Food Safety, Life Skills, Business Ethics, Marketing, Photography, Quality, and Finance.

LANGUAGES

English

Arabic

Native or Bilingual Proficiency