

Baraa Noubani

Saida, Lebanon

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EDUCATION

Lebanese American University (LAU), Beirut, Lebanon

Jan. 2019 - Dec. 2021

Bachelor of Science in Business - Accounting emphasis

CGPA: 3.75/4.0

Honors: Placed several times on LAU's Distinguished List

WORK EXPERIENCE

Accountant – Anghami, Zalka, Lebanon

Feb 2024 – Present

- Prepare quarterly VAT returns and reconcile VAT accounts
- Assist the Financial Controller and Manager in submitting the requested reports and workings
- Issue invoices to clients and follow up on overdue payments to ensure timely collection
- Assist in maintaining the fixed asset register and preparing fixed asset schedules, depreciation schedules, and related journal entries

Junior Accountant – Anghami, Zalka, Lebanon

Jun 2022 – Feb 2024

- Post and process journal entries to ensure all business transactions are booked
- Perform reconciliations of payables, receivables, and intercompany accounts
- Record bank transactions and perform bank reconciliations
- Assist Senior Accountants with month-end closings and yearly audits

INTERSHIPS

Audit Intern - Crowe Horwath Professional Auditors, Verdun, Beirut, Lebanon

Jan – Jan 2022

- Performed call-over on various audit reports of different companies
- Performed Journal Entry (JE) Testing and Preliminary Analysis
- Vouched clients' supporting documents to ensure the existence and accuracy of the recorded amounts in clients' books

Accounting Intern – Anghami, Zalka, Lebanon

Jul – Oct 2021

- Booked invoices, merchant settlements, and credit card payments in PIMS 2 Software
- Performed monthly bank reconciliations

Accounting Assistant - Al-Baba Sweets, Saida, Lebanon

Jun 2020 – Apr 2021

- Recorded daily sales invoices, purchase invoices, expense notes, and daily cash
- Performed monthly bank reconciliation

VOLUNTEER WORK & EXTRA-CURRICULAR ACTIVITIES

BUDDY - LAU - Beirut, Lebanon

Jun 2020 – Apr 2021

- Assisted international students with deadlines and requirements during their enrollment at LAU

Tutor, MMKN NGO, Beirut, Lebanon

2019 – 2020

- Taught reinforcement sessions in the subjects of Math and Biology for grade 9 students

KEY SKILLS

- **Computer:** Microsoft Word, Excel, and PowerPoint
- **Accounting and Audit Software:** PIMS 2 accounting software; TBeam and IDEA audit software
- **Languages:** Fluent in spoken and written English and Arabic