


Ghida Kassab

Accountant

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 : ghida kassab

To work for reputable company/institution in position that allows me to use my skills and enables me to prove my capabilities, in order to help its growth.

WORK EXPERIENCE:

-February 21, 2022 –August 1, 2025

Anouti Audit Firm

Salim Salam– Beirut

Job Description:

- Accounting work at **Bee business Solution System** and at **Paradox System**
 1. Posting journal entries.
 2. Maintaining Accounts Receivables & Accounts payables, paying monthly payroll
 4. Auditing the account of Statement of each customer and supplier
 5. Paper Invoicing Purchases or Sales, Credit Note, Debits Advice
 6. Auditing the documents (Invoices Purchases, Sales, Expenses...)
- Preparation Salaries on **ARP System**
- Preparation Taxes Declaration on **ARP System**

EDUCATIONAL BACKGROUND:

2023	Master of Accounting Information System LIU-Beirut- Salim Salam
2019	Bachelor in Accounting Information System LIU-Beirut- Salim Salam
2016	Baccalaureate in Socioeconomic Abdullah Al-Alaily High School –Beirut- Cornish Mazra

Skills:

- Arabic: Mother Tongue

Languages	Writing	Listing	Reading	Talking
English	Good	Good	Good	Good

- English educated in school and in university

Software:

Microsoft	Word	Excel	PowerPoint
	Good	Good	Good

Training in Accounting

- -September- October 2019

Dandara Groups

Beirut- mazra

1. Filling transaction manually
2. Income taxes

-September- November 2020

HAKIM ACCOUNTING

MAR-ELIS

1. Learning on Bee system
2. Data entry

Training in Occidental Cooking and Occidental Sweets

- August 5,2025 till August 27,2025

CIS College

Beirut, Sedeco

REFERENCES:

Available upon request

