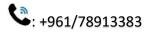
Ghida Kassab

Accountant







: Ghida-kassab-0a2477177



: 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