

Nour Abou Bakr | Accountant Graduate

4 Years of Experience

Baalshmay, Lebanon

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Lebanese | Oct 10, 1998

CORE COMPETENCIES

Arabic, French and English	Financial Accounting	Managerial Accounting
MS Office: Word, Excel, PowerPoint	Taxation	Data Analysis & Interpretation
Silicon Software	Rd group	Financial Reporting
		Financial Analysis

WORK EXPERIENCE

Accountant, All Ways Travel Agency, Lebanon. Aug 2023- present

- Recording and maintaining financial transactions.
- Preparing financial statements and reports.
- Managing accounts payable and receivable.
- Assisting in budgeting and financial planning.
- Ensuring compliance with tax regulations and company policies.
- Reconciling bank statements and financial records.
- Supporting audits and financial reviews.
- Handling cashier duties, including managing daily cash transactions.
- Processing payments, issuing invoices, and ensuring cash balance accuracy.

Junior Accountant, Phoenicia for Accounting & Financial Consulting, Lebanon Jan 2023 - Aug 2023

- Engaged in data analysis activities within a company holding ISO9001:2015 certification, ensuring adherence to quality standards and leveraging data insights to drive process improvements.
- Generated reports, synthesizing financial data and communicating key findings to management, stakeholders, and relevant departments.
- Assisted in budgetary declarations, contributing to the accurate planning and allocation of financial resources in line with organizational goals and objectives.
- Collaborated with clients, providing professional accounting support and fostering strong working relationships to meet their financial needs and objectives.

Junior Accountant, AAD for Accounting, Lebanon April 2022 – Nov 2022

- Managed tax accounting processes, analyzing financial records to ensure compliance with tax regulations and timely submission of tax declarations.
- Prepared financial reports, utilizing advanced data analysis techniques to present key insights and assist in informed decision-making.
- Oversaw government declarations related to salaries and value-added tax (VAT), ensuring compliance with legal requirements and timely submission of necessary documentation.
- Conducted data analyses, leveraging accounting software and analytical tools to identify trends, patterns, and anomalies to support financial decision-making and improve overall efficiency.

Accountant intern, Phoenicia for Accounting & Financial Consulting, Lebanon Jan 2022 – Mar 2022

- Conducted accurate data entry tasks, ensuring the precise recording and organization of financial information.
- Skillfully performed the entry of invoices, taxes, and payment slips into the accounting system.

EDUCATION

Master of Accounting and Audit, Lebanese University **Ongoing**

Bachelor of Business Administration, Accounting and Audit, Lebanese University **2021**

Graduation Project: Accounting disclosure in attracting foreign investors

- Explored the perspective of investors, companies and countries regarding accounting disclosure.
- Highlighted the problems associated with the lack of accounting information disclosure and its impact on attracting investments.
- Discussed the importance of adhering to international accounting standards and country-specific regulations in disclosing financial information.
- Conducted the study with a sample of nine accountants as participants.

CERTIFICATIONS

Dipifr program , Bca International **present**

Financial Basis Seminar, Lebanese University in partnership with Challenge to Change **2021**

Coupe du Français des affaires Liban, Mot D'or de la Francophonie **2019**