

# TRACY JARJOURA

## Junior Accountant – Lebanon Waste Management

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Beirut – Jdeideh



## EXPERIENCE

### Junior Accountant – Lebanon Waste Management

Mar 2022 - To Date

Beirut - Sed El Bauchrieh

- Recording daily financial transactions and maintained accurate ledgers.
- Preparing journal entries and assisted in month- end closing procedures.
- Preparing comprehensive daily and monthly financial reports for internal stakeholders and external entities.
- Updating and maintaining general ledger accounts with a high level of precision.
- Collaborating with team members to streamline accounting processes.
- Utilizing accounting software and tools, with proficiency in Microsoft Office Suite.
- Supporting senior accountants in various financial and administrative tasks.
- Assisting in the preparation of documents for audits and regulatory compliance.
- Communicating effectively with internal teams to resolve discrepancies and ensure financial accuracy.
- Communicating effectively and courteously while handling incoming calls, addressing inquiries.
- Processing employee payroll, including calculating wages, Bonuses, and deductions.
- Fostering positive relationships with clients and suppliers through effective communication, timely responses to inquiries, and resolution of issues.
- Demonstrating strong attention to detail in data entry and record-keeping.

### Librex International Group-Business Development

Dec 21- Feb 2022

Beirut – Jal El Dib

### IClik, SARL -Call Center Representative

Mar 21- Aug 2022

Beirut – Jdeideh

### Abou Jaoude Hospital-Receptionist

Sep 2018- Mar 2020

Beirut – Jal El Dib

### HST CO., Timberland-Sales Associate

Mar 2017- Jul 2018

Beirut – City Mall Dora

### Brands For Less-Sales & Back-up Cashier

May 2016- Mar 2017

Beirut – Jdeideh

## SUMMARY

Passionate about numbers and meticulous in my approach, I've played a vital role in maintaining financial integrity by recording daily transactions and ensuring ledger accuracy. I thrive in the details, preparing insightful financial reports for both internal teams and external partners. A collaborative spirit, I work seamlessly within teams to enhance accounting processes. Beyond the numbers, I pride myself on friendly and effective phone communication, ensuring client and supplier relationships thrive. Looking to grow further and unleash my potentials.

## EDUCATION

2015-2020

Sagesse University

Bachelor 's Degrees – General Business

## SKILLS

- Attention to detail
- Organizational Skills
- Communication
- Team Collaboration
- Adaptability
- Confidentiality
- Time management
- Software proficiency

## LANGUAGE

- **Arabic:** Mother tongue
- **English:** Moderate
- **French:** Moderate