

RAWAN HALABI

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Beirut, Lebanon

I am a self-motivated accountant that is always looking for new challenges that allow me to improve my skills and acquire new ones, put theory into practice, and learn from a skilled team.

EXPERIENCE

Accountant at Crowe Levant, Beirut

Mar 2022 – Present

- Entered and reconcile financial data in EDM and Noria.
- Prepare VAT filings and income tax declarations.
- Assist in the preparation of financial reports and audit files.
- Handle cash flow tracking, client accounts, and general ledger updates.
- Coordinate with the team members to ensure accurate and timely submissions.

Accountant at Macromed, Beirut

Jun 2021 – Sep 2021

- Handled invoicing tasks including issuing, reviewing, and filing sales invoices.
- Maintained accurate records of customer transactions and ensured timely billing.
- Assisted in basic accounting operations and documentation.

Bank Teller at BBAC Bank, Internship

Sep 2019- Oct 2019

Completed a 1-month internship observing and assisting bank tellers.

- Gained practical insight into daily banking operations, including cash handling, customer service, and transaction processing.
- Observed client interactions and learned about internal banking systems and compliance procedures.

EDUCATION

BS Lebanese International University
Bachelor's degree in Finance and Banking

2022

SKILLS

- Proficiency in Accounting Software such as EDM, Noria, Microsoft Navision, and MS Office Suite, with a basic knowledge of Odoo.
- Data entry for the whole cycle of accounting.
- Effectively managing time and prioritizing tasks to meet deadlines.
- Proactively solving problems, especially when discrepancies or errors arise.
- Communicating financial information clearly and concisely to team members and management.
- Ability to quickly learn and adapt to new accounting systems, software, and internal procedures.
- Handling sensitive financial data with discretion and maintaining high ethical standards.
- Managing multiple tasks efficiently, particularly during peak periods such as month-end or year-end reporting.

LANGUAGES

Arabic: Native Language

English: Limited working proficiency