



Nisrine Ballout Khanafer
Lebanese, Married, Born 1983
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Business administration professional with over than 10 years of experience in accounting, banking and administrative operations. Holder of an MBA in Banking & Finance. Proficient in Oracle ERP, JDE, Dolphin. Microsoft excel and PowerPoint with strong analytical and organizational skills.

Fluent in Arabic, French and English speaking and writing.

Seeking a challenging administrative or financial role with growth potential to provide qualified customer service.

My key competencies are listed below:

- Outstanding numeric ability
- Organizational and analytical skills
- Problem solving skills and reporting
- Strong time management skills/deadline-oriented
- Effective communication and listening skills
- Collaborative teamwork abilities
- Accuracy and attention to detail
- Ability to work under pressure
- Ability to multitask efficiently
- Adaptation of new techniques and environmental changes
- Proficiency in accounting software

Education

- Fall 2010-Feb 2012: MBA in Business Administration at Arts, Sciences & Technology University (AUL) Beirut, Lebanon.
- 2001-2004: BA in Business Administration (Banking & Finance) at Business & Computer University College (BCU) Beirut, Lebanon.

Employment Record

- October 2025: Akil for auditing and accounting firm.
- November 2016 till December 2022 : accounting and management for family business in Kinshasa Congo for Cotrakin sprl and Ets Ok for general trading.

- January 2015 to November 2016 : Accountant freelancer in Kinshasa HRK establishment for stationary stuff and Si Bon restaurant commerce street.
- March 2010 till January 2014:Senior Accounting Specialist/Head of unit at Azadea Group
- June 2008 till February 2010: Junior accounting specialist at Azadea Group
- January till June 2008: Audit at Al Mousawi trading company
- August 2006 till March 2007: accountant &ticket reservation department at Iraqi Airways.
- 2004-2006: Senior accountant at Lebanese company for carton.

Key duties :

1. Controlling daily transactions booked by the team
2. Issuing financial reports to be controlled by upper management
3. Supporting compliance officer in filling and verifying vat reports presented to government
4. Supporting in filling NSSF employees contribution as well payroll tax reports
5. Supporting internal and external auditor to collect the data requested and clarify any requested data
6. Control and prepare the daily sales transactions and cash reports
7. Manage prepaid and accrued expenses
8. Prepare GL entries Bank charges and receipts.
9. Suppliers' Reconciliations.
10. Prepare inter companies invoices and vouchers
11. Match the received invoices with the purchase order from procurement team and booking them.
12. Booking and controlling local invoices and asset invoices
13. Booking and examining the shipments details (customs clearing, transport ,vat..)
14. Contact with suppliers and customers to control receivables and payables and reconciling statements
15. Issuing payments to local suppliers
16. Issuing transfer between accounts in banks
17. Issuing transfer through bank to settle the balance of foreign supplier
18. Controlling loan agreement & interest charge on monthly based between intercompany
19. Controlling Royalties invoices issued by supplier upon the agreement.
20. Control and review the credit cards transactions and related commissions
21. Controlling the margin of profit and discount and examining the retail price.
22. Auditing all types of expenses and comparing them within branches.
23. Manage prepaid and accrued expenses
24. Prepare GL entries Bank charges, transfers between banks...
25. Follow up on assets Register, Depreciation, Transfer, and Disposal...

26. Contact with managers for any cash shortage/discrepancies, or of any fake money or returned checks from bank
 27. Prepare the profit and loss report of each branch and the balance sheet of the company
 28. Issuing salary and advance for employees.
- Accountant & ticket reservation department at Iraqi Airways. (data entry transactions and ticket reservation)

Training Courses

- Workshop Financial reporting and studying.
- Workshop Salaries and tax declaration October 2025
- Workshop Vat declaration October 2025
- Workshop accounting data entry September 2025
- Workshop advanced excel September 2025
- Summer 2012 : Managerial Development Program
- Fall 2012: Emergency workshop at Lebanese Red Cross
- August 2008: Effective communication workshop
- September till December 2007 : Usamah tabbarah & co chartered accountants.
- Summer 2007: El Ajouz travel agency, accounting department.
- Summer 2004: Lebanese Canadian Bank s.a.l (Beirut).
- Summer 2003: Middle East & Africa Bank s.a.l (Beirut).

References are available upon request