

# Elissa Dib

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Sed El Baouchrieh • Maten • [Elissa-dib@outlook.com](mailto:Elissa-dib@outlook.com) • +961 71 028 887

## Education

### Arts, Science, and Technology University (AUL)

Tripoli, LB

Bachelor, Banking & Finance

*Graduated in 2016*

*GPA 3.7*

## Experience

### Simon Dergham Cash Exchange (2023-Present)

Beirut, LB

#### Accountant

- Managed accounts payable and receivable processes, ensuring accuracy and timeliness in invoice processing and payment.
- Performed daily cash counts.
- Conducted currency exchange transactions for customers, ensuring accuracy and compliance with exchange rates.
- Processed customer transactions promptly and efficiently, including buying and selling foreign currency.
- Verified the authenticity of currency and detected counterfeit notes, following established procedures.
- Provided excellent customer service, addressing inquiries, and resolving issues related to currency exchange.
- Maintained a balanced cash drawer and reconciled transactions at the end of each day.
- Adhered to company policies and regulatory requirements governing currency exchange operations.
- Collaborated with team members to ensure smooth and efficient operation of the exchange office.
- Utilized excel for financial recordkeeping and reporting.

### Bayti Construction-D (2016-2020)

Tripoli, LB

#### Accountant

- Managed full-cycle accounting processes, including accounts payable and accounts receivable.
- Prepared and analyzed monthly financial statements, ensuring accuracy.
- Conducted financial forecasting, budgeting, and variance analysis to support strategic decision-making.
- Implemented and maintained accounting controls and procedures to ensure efficient operations and compliance.
- Utilized excel for financial recordkeeping and reporting.

### Mouhib Amhaz For Wood (2015-2016)

Beirut, LB

#### Accountant & Admin Assistant

##### Accountant

- Managed accounts payable and receivable processes, ensuring accuracy and timeliness in invoice processing and payment.
- Prepared monthly financial statements, including balance sheets, income statements, and cash flow statements.
- Utilized excel for financial recordkeeping and reporting.

##### Admin Assistant

- Coordinated executive calendars, scheduling appointments, meetings, and travel arrangements.
- Drafted and proofread reports, and presentations for management.
- Maintained organized office filing systems and ensured documentation was easily accessible.
- Managed office supplies and equipment, ensuring availability and proper functioning.
- Handled incoming calls and inquiries, providing information and directing calls as needed

**Wooden Bakery (2015)**

Beirut, LB

**Cashier**

- Operated cash register and processed customer transactions efficiently and accurately. And, handled cash, credit, and debit card transactions with precision, always maintaining a balanced cash drawer and reconciled any discrepancies.
- Stocked shelves and maintained a clean and organized checkout area.
- Followed company policies and procedures regarding cash handling and customer interactions.

**Skills & Interests****Technical:** Excel**Skills:** Cash Handling, Customer service, Attention to Details, Problem Solving, Analytical Skills**Language:** Arabic, English, French