



# Rachel HAJJ MOUSSA

## CONTACT

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Lebanon, Baabda

## SKILLS

- Office management
- Communication & teamwork
- Multitasking abilities
- Data entry & financial reporting
- Budget monitoring & variance analysis
- Time management & organization
- Confidentiality & accuracy
- Microsoft office (Word, Excel)
- Inventory control
- Accounting/ERP systems & supplier cost review
- Inventory control
- Google Sheets & Drive

## EDUCATION

C.A.M.M College Artistique de la Mode Moderne (2013 - 2016)

Diploma of superior technician in Fashion Design – Highest ranking student in Lebanon

Soeurs de la Charité de Besançon, Baabda (2010 - 2013)

Lebanese baccalaureate certificate – General Sciences

## LANGUAGES

- Arabic – Native
- English - Fluent
- French – Very Good



## PROFILE

Detail-oriented and organized professional with experience in administrative, financial, and operational support. Currently serving as **Cost Controller** at **The Local Host**, overseeing budgeting, expense tracking, and coordination between finance and procurement. Skilled in data management, reporting, and cost auditing with a strong focus on accuracy and efficiency. Having progressed from data entry to accounting support and cost control, I bring solid knowledge of financial operations and cross-department collaboration. Seeking to further develop within finance and cost control, contributing to data accuracy and effective decision-making.



## WORK EXPERIENCE

### The Local Host, Beirut Digital District

#### **Cost Controller & Accounting Support Officer** (Jan 2024 – Present)

- Review and audit supplier invoices, listing expenses, and utility bills to ensure cost accuracy and compliance.
- Coordinate with Finance, Sales, and Maintenance teams for payment settlements and meter readings.
- Prepare monthly reports covering listings, average expenses, and active subscriptions.
- Monitor long-stay settlements, verify counter data, and maintain accurate expense documentation.
- Support the CFO and CEO in implementing cost control measures and ensuring financial transparency.

#### **Data Entry Specialist – Finance Department** (May 2022 – Dec 2023)

- Assisted in the transition from Excel to the company's live accounting system.
- Entered, validated, and maintained accurate financial data and operational records.
- Supported invoice processing, reconciliations, and report preparation for management review.

### Collège Immaculée, Rmeil (Feb 2022 – March 2023)

#### **Executive Officer**

- Handled administrative correspondence, scheduling, and documentation control.
- Maintained organized records and ensured smooth day-to-day office operations.

### The Lebanese armed forces (Apr 2018 – Jan 2024)

#### **Executive Officer Volunteer**

- Managed administrative tasks, drafted reports, and coordinated communications.
- Ensured accuracy and confidentiality in handling sensitive documentation.

### Dimitri Sidawi Haute Couture, Jal el Dib (Oct 2017 – March 2018)

#### **Personal Assistant & Designer**

- Assisted in design projects, client appointments, and supplier coordination.
- Supported marketing efforts and visual material preparation.

### Edward Arsouni, Jal el Dib (June 2016 – Aug 2017)

#### **Fashion Marketing, Researcher & Digital Officer**

- Conducted trend research, supported digital marketing, and managed online content.

### Sarah Saleh Haute Couture, Beirut (Sep 2015 – May 2016)

#### **Tailor, Pattern Maker & Customer Advisor**

### Angelina Couture, Sin el fil (May 2015 – Aug 2016)

#### **Tailor & Customer Advisor**