



Nisrine Ballout Khanafer
Lebanese, Married, Born 1983
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Business Administration and Accounting professional with 10+ years of experience in financial operations, accounting cycles, Vat and tax reporting ,NSSF and Payroll reports,auditing support ,banking operations and ERP data management. Holder of an MBA in accounting ,Banking & Finance. Proficient in Oracle ERP, JDE, Dolphin, Excel and retail accounting process. 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 Financial 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 ERP and Excel

Education

MBA in Business Administration at Arts, Sciences & Technology University (AUL) Beirut, Lebanon (2010-2012)

BA in Business Administration (Accounting,Banking & Finance) at Business & Computer University College (BCU) Beirut, Lebanon (2001-2004).

Professional Experience

Akil for auditing and accounting firm (Oct-Nov 2025).

- Manage daily financials entries across GL ,AP and AR.
- Support VAT, NSSF, Payroll and tax declaration for different companies.
- assist audit managers with reports and compliance review.

Cotrakin sprl and Ets Ok for general trading ,congo,Kinshasa (2016-2022).

- Accounting and management division for family business
- Controlling GL entries of sales and expenses on daily basis.
- Issuing Profit and loss statement.
- controlling employee records, salaries, attendance reports and leaves.
- Reconciliation bank and cash reports. Dealing with suppliers and customers and reconciliation of payables and receivables accounts. stock control..

**Azadea Group (2010-2014) -Senior accountant specialist (Head of Unit)
(2008-2010) –Junior accountant**

- Controlling daily transactions booked by the team
- Issuing financial reports to be controlled by upper management
- Supporting compliance officer in filling and verifying vat reports presented to government
- Supporting in filling NSSF employees contribution as well payroll tax reports
- Supporting internal and external auditor to collect the data requested and clarify any request
- Control and prepare the daily sales transactions and cash reports
- Manage prepaid and accrued expenses
- Prepare GL entries Bank charges , tranfers, interest and receipts.
- Suppliers' Reconciliations.
- Prepare inter companies invoices and vouchers
- Match the received invoices with the purchase order from procurement team and booking them.
- Booking and controlling local invoices and asset invoices
- Booking and examining the shipments details (customs clearing, transport ,vat..)
- Contact with suppliers to control receivables and payables and reconciling statements
- Issuing payments to local suppliers
- Issuing transfer between accounts in banks
- Issuing transfer through bank to settle the balance of foreign supplier
- Controlling loan agreement & interest charge on monthly based between intercompanies
- Controlling Royalties invoices issued by supplier upon the agreement.
- Control and review the credit cards transactions and related commissions
- Controlling the margin of profit and discount and examining the retail price.
- Auditing all types of expenses .
- Follow up on assets Register, Depreciation, Transfer, and Disposal...
- Contact with managers for any cash shortage/discrepancies, or of any fake money or returned checks from bank
- Prepare the profit and loss report of each shop and the balance sheet of the company

Al Mousawi general trading s.a.l (2008) Senior Audit

- Auditing all Gl entries done by branches
- Issuing financial reports for upper Management
- Checking profit margin and retail prices and discount over branches
- Controlling salaries and compensations and bonuses
- Filling Vat reports , tax reports, NSSF and Payrolls

Iraqi Airways, Beirut, Lebanon accountant (2006-2007)

- Data entry transactions of sales and expenses
- Ticket reservation department

Lebanese Company for carton (2004-2006) senior accountant specialist

- Booking sales and expenses daily transactions
- Checking attendance and leave of employees and issuing salaries accordingly.
- Stock control and checking discrepancies
- Issuing monthly profit and loss reports
- Reconciliation of Accounts payables and receivables.
- Dealing with suppliers and customers

Training Courses

Workshop Financial reporting and studying October 2025.

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 Cros

August 2008: Effective communication workshop

September till December 2007 :Usamah tabbarah&co chartered accountants, auditing.

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