

Tania Amache

 Beirut, Lebanon

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 0096171344934

EDUCATION

Bachelor of Business Administration

American University of Science and Technology (AUST)

Degree focus: Marketing and Advertising

2014 – 2016

Beirut, Lebanon

Radio and TV Courses

American University of Science and Technology (AUST)

2011 – 2013

Beirut, Lebanon

English Baccalaureate Equivalent to high school

Beirut International School

Equivalent to high school Diploma in Economy and Sociology

2010 – 2011

Beirut, Lebanon

WORK EXPERIENCE

Accountant and Cars Registration

Tewtel Group of Companies

05/2025 – present

Beirut, Lebanon

Unicart H.Tewtel and Co. (Honda), Mana Automotive (Land Rover, Range Rover and Aston Martin), Folic Automotive (Ford and Lincoln) and Gap Car Rental and road assistance.

- Prepare financial statements and reports for management.
- Maintain accurate records of transactions.
- Collaborate with sales and service departments to ensure accurate accounting.
- Support audits and assist with tax preparation.
- Reconciling fuel accounts, accounts payable, and accounts receivable.
- Monitoring and controlling various expenses, including fuel, registration and the team commission.
- Daily invoicing of towing cars.
- Issue insurance policy.

Head of Accounts Receivable

Imperious Facilities Management

08/2024 – 04/2025

Beirut, Lebanon

- Assigning tasks to the collection team.
- Monitoring invoicing procedures.
- Negotiations with customers for unpaid bills.
- Auditing receipts, invoices and collection report after the collection team.
- Keeping records of invoices, bills, and deposits.
- Ensuring that all accounts receivable procedures are in compliance with legal regulations (as per minutes of meeting provisions).
- Overseeing that accounts receivable team performs in agreement with accounting principles.
- Training new team members.
- Follow up with team and help them with their critical cases.
- Collaborate with relevant project teams to ensure accurate billing and financial reporting at project levels.
- Strengthen client relationships by effectively communicating with customers regarding past due accounts.

Accounts Receivable Specialist

10/2022 – 07/2024

Beirut, Lebanon

Eco Life Facilities Management

- Take actions to encourage timely debt payments.
- Process payments.
- Resolve customer credit issues.
- Follow up with clients to ask about their due payments.
- Invoice (debit/credit) diesel reconciliation on monthly basis based on meters reading and real consumption of owners for each apartment.
- Prepare general ledger and aging reports for all due invoices to be discussed with the committee's president.
- Prepare advance diesel distribution table based on the percentage consumption of previous monthly usage.
- Issue building dues invoices upon the budget approved by the owners either monthly, quarterly or semiannually.

Accounts Payable Specialist

10/2022 – 07/2024

Beirut, Lebanon

Eco Life Facilities Management

- Daily financial transactions.
- Entering invoices, reconciling accounts and making accurate payments to vendors.
- Schedule payments for approved invoices.
- Daily bank reconciliation and update cash flow records.
- Issue checks with appropriate voucher.
- Maintain vendor records as contact information.

Team Leader

2019 – 09/2022

Beirut, Lebanon

Alwasl International Group

- Supervised completion of daily duties.
- Assigned tasks to team members in absence of the manager.
- Encourage the team to work together and resolve interpersonal conflicts.
- Create a motivating work environment by giving positive feedbacks.

Collection Executive

2016 – 2019

Beirut, Lebanon

Alwasl International Group

- Following payments that should be made by customers to settle their debts.
- Negotiating payment deals with customers and banks to resolve non-payable debts and invoices.
- Sending customer payment proposal to banks and trying to get their approvals.
- Sending reports and proposals to banks plus issuing account reconciliations.
- Alert superiors of debtors when payments are not being made.

 **CERTIFICATES**

Certificate in Al Wasl Group for outstanding efforts and stupendous performance as the best collector in Lebanon and employee of the year 2018 across branches.

SKILLS

Problem Solving	● ● ● ● ●	Time Management	● ● ● ● ●
Communication and Negotiation	● ● ● ● ●	Confidentiality and responsibility	● ● ● ● ●
Working with large amounts of data	● ● ● ● ●	Cash flow management	● ● ● ● ●
Team collaboration	● ● ● ● ●	Accounting Software	● ● ● ● ●
MS Office Outlook, Word, PowerPoint, Excel	● ● ● ● ●	Libra, In Tow, incadia, wizard, quickbooks ERP systems, and citrix(insurance policy system)	

LANGUAGES

Arabic	● ● ● ● ●	English	● ● ● ● ●
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