

BATOUL AOUN

ACCOUNTANT

Lebanon, Bchamoun | batoulaoun5@gmail.com | +96176932077

Objective

Detail-oriented and proactive Accountant with hands-on experience in financial transactions, reconciliations, and reporting within multinational firms. Eager to contribute to a dynamic organization that fosters skill development and career growth. Proven ability to manage multiple priorities, enhance team performance, and deliver accurate financial information in a timely manner.

Experience

Accountant | MCN – Universal Media - Riyadh | Remote **2022 – PRESENT**

- Record and analyze financial transactions with a focus on accuracy and compliance.
- Manage invoicing for clients based on agreed-upon media plans and track payments.
- Reconcile supplier and bank statements to ensure alignment with financial records.
- Assist in the preparation of monthly payments, forecasts, and audits by providing relevant documentation.
- Participate in month-end and year-end closing processes.
- Support the creation and maintenance of supplier and client accounts in the company's financial system.

Assistant Archivist | BankMed | Beirut, Lebanon **NOV – DEC 2020**

- Supported the digitalization of legacy documents and files as part of a company-wide project to streamline archival systems.
- Ensured efficient categorization, labeling, and organization of digital records.

Commercial Trainee | Nok Nok | Beirut, Lebanon **JUN – AUG 2020**

- Matched supplier invoices with purchase orders (POs) and assisted in PO creation.
- Monitored market trends to adjust product pricing strategies and maintain competitive positioning.

- Collaborated with the commercial team to optimize inventory and pricing strategies.

Education

BACHELOR OF BUSINESS ADMINISTRATION, BANKING & FINANCE (GPA 3.2)

2017 – 2020

Rafik Hariri University, Lebanon

Skills & abilities

- **Accounting Software:** Visual Dolphin, Oracle
- **Technical:** Microsoft Excel (Intermediate), Word, PowerPoint
- **Financial Skills:** Bookkeeping, Cashflow Planning & Management, Month-End Closing
- **Analytical:** Problem Solving, Financial Reporting, Data Analysis
- **Communication:** Excellent written & verbal communication skills
- **Soft Skills:** Detail-Oriented, Time Management, Quick Learner
- **Languages:** Fluent in English, Native in Arabic

Certificates (Coursera)

- **Accounting: Principles of Financial Accounting** – Business School, University of Navarra
- **Finance for Managers** – Business School, University of Navarra
- **Excel Skills for Business: Essentials** – Macquarie University
- **Excel Skills for Business: Intermediate** – Macquarie University

Activities

- **X-Culture Project Participant** – 2019 (Certificate awarded).
- **Virtual Stock Exchange (VSE) Competition** – Participant (BLOM Invest).
- **Member, Finance & Accounting Society** – Rafik Hariri University (RHU).
- **Volunteer** – Hult Prize & Animals Lebanon.