

Karen AKIKI

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OBJECTIVE:

Looking to secure a challenging and rewarding new role within the accounting industry, where skills, knowledge and expertise gained throughout previous experience in the insurance sector can be transferred across and utilized to best effect for the benefit of your organization.

KEY COMPETENCIES:

- Ability to work under pressure
- Ability to maintain high level of focus for long hours
- Customer oriented
- Good communication skills
- High attention to details
- Fast learner

EXPERIENCE:

INTERTECTRA SARL& Offshore:

June 2024 to date

Accountant

- Recorded and maintained daily accounting transactions
- Prepared journal entries, reconciliations
- Managed accounts payable and receivable ensuring timely collection and payments
- Bank reconciliation and cash flow tracking
- Assists in VAT declaration preparation and other tax filings
- Reviewed and control purchase invoices and shipping bills
- Maintained organized accounting files and records
- Assist with monthly payroll procedure
- Prepare project execution invoices

La Phenicienne Insurance & Reinsurance SAL

Achrafieh, HQ April 2022 to Mai 2024

Accountant

- Claims payment motor, marine, travel, divers, hospitalization, expats
 - Banks reconciliation
 - Assisting in tax & timbre declarations
 - Assisting in salaries preparation's
 - Daily journal entries
 - Suppliers and client's statement of account reconciliation
 - Outstanding policies collection
 - Branch reconciliation
 - Monthly medical claims reconciliation and payment
 - Experts' fees payment
 - Reinsurance reconciliations and payments (facultative & treaties)
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Accountant

- Managing brokers portfolio
 - Collecting outstanding policies
 - Claims payment
 - Expenses, salaries preparation and payment
 - Monthly cash reconciliation with the head office
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MARKY for auditing and consultancy

Dekweneh, June 2019-november 2021

Junior Accountant

- Managed operational accounting and reporting of operations
 - Assisted with monthly, quarterly and year end processes
 - Reviewed clients and suppliers' statement of accounts
 - Bank and balance sheet reconciliations
 - Verify cash existing for regular safety
 - Filing all documents
 - Monthly cash reconciliation with the head office
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Crepaway

Jounieh, Aug 2017- Dec 2018

Stock Controller

- Control branches purchase orders
 - Control on purchased bills
 - Data entry for Central Kitchen purchase orders and waste
 - Process branches waste
 - Data entry for events, R&D, meetings stock movement
 - Data entry for staff orders from Central Kitchen
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EDUCATION:

LCU

BA Accounting & auditing:

Aintoura, July 2022

Ecole des Filles de la Charité

BT3 Comptabilité et Informatique

Zouk Mikael, 2016 - 2017

LANGUAGE AND COMPUTER SKILLS:

Arabic: Fluent
English: Fluent
French: Fluent

Windows & Microsoft environment: Word, Excel, Power Point, Access.
Microsoft Dynamics NAV, Libra Financials, 3DS, dolphin, soft mind, EAssoft, Oracle,

PROFESSIONAL DEVELOPMENT:

- **Internship in Accounting, Joseph El Khoury Marina Dbayeh**
Internship referred by school under the supervision of Chief of Accounting Ms. Roula Baz where we were introduced to the cycle of accounting department like billing, pricing, salaries, submitting all required documents to the Auditor.
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OTHER DETAILS:

Interests: Photography, Basketball, swimming, hiking

References are available upon request.