



Nour Habanjar

accountant

at Hijjawī Eelecto Mechanical Co. LP

Location: Lebanon
Education : Bachelor's degree, Accounting
Experience: 10 Years, 5 Months

CONTACT

Location: Lebanon
Name: Nour Habanjar
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Country: Lebanon
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LAST CV UPDATE: 2024-10-29

REF.: CV93664498

TARGET JOB

Target Job Title: accountant

Career Level: Mid Career

Target Job Location: Lebanon

Notice Period:

PERSONAL INFORMATION

Date of Birth 15 April 1992 (Age: 32)

Gender Female

Nationality Lebanon

Residence Country Lebanon

Visa Status Citizen

Name in Arabic نور حبانجر

Marital Status Married

Number of Dependents 2

EXPERIENCE (10 YEARS, 5 MONTHS)

March 2017 - Present

accountant

at Hijjawi Eelecto Mechanical Co. LP

Location: Beirut, Lebanon

Company Industry: -

Job Role: Administration

Day to day management of accounting records and cash flows.

- Prepare revenue, expense, payroll entries, invoices and other accounting documents.
- Manage accounts payable, accounts receivable, and the fixed assets schedule.
- Assisted in reconciling bank statements.
- Ensure the appropriate implementation of accounting controls and financial procedures.
- Analyze revenues and expenditure trends and inform supervisor of any identified doubtful information.
- Prepare profit and loss statements as well as monthly closing and project accounting reports.
- Prepare taxes and tax returns.
- Ensure timely bank payments.
- Prepare budget forecasts.
- Handle monthly, quarterly, and annual closings.
- Reinforce financial data confidentially and conduct database backups when necessary.
- Comply with financial policies and regulations.
- Verify, allocate, post, and reconcile transactions.
- Communicate effectively with clients.

June 2014 - October 2017

customer service representative

at first national bank lebanon

Location: Beirut, Lebanon

Company Industry: Banking

Job Role: Banking

Handle deposits, withdrawals, money orders, transfers, cashier and travelers' checks and credit card advances.

- Transfer funds and accept loan payments.
- Perform data entry services regarding clients' accounts and transactions.
- Verify cashier's check.
- Ensure that the cash drawer is balanced and maintained at all times.
- Manage customer and bank privacy.
- Examine checks for endorsements.
- Documentation for account opening and all customer instructions.
- Opening customer accounts by recording account information.
- Maintaining customer records by updating account information.
- Authorizing and evaluating overdrafts and loans.
- Understanding customer needs, recommending suitable products and making sales.
- Learning about new products, services and processes. • Processing paperwork from sales, change of customer details, and closure of accounts.
- Approve loans within specified limits, and refer loan applications outside those limits to management for approval.
- Meet with applicants to obtain information for loan applications and to answer questions about the process.
- Analyze applicants' financial status, credit, and property evaluations to determine feasibility of granting loans.
- Explain to customers the different types of loans and credit options that are available, as well as the terms of those services.

- Obtain and compile copies of loan applicants' credit histories, corporate financial statements, and other financial information.
 - Review and update credit and loan files.
 - Organizing branch statistics and following branch growth.
 - Handling inward clearing checks and returned checks.
- Assisting in bank confirmation business

EDUCATION

Bachelor's degree, Accounting
at Lebanese American University

Location: Beirut, Lebanon
December 2013
Grade: 2.8 out of 4

SPECIALTIES

Accounting

Questions: 0
Answers: 0

Bookkeeping

Questions: 0
Answers: 0

taxation

Questions: 0
Answers: 0

Payroll

Questions: 0
Answers: 0

Inventory

Questions: 0
Answers: 0

SKILLS

accounting

Level: (Expert)

Back office (banking)

Level: (Expert)

payroll

Level: (Expert)

Microsoft Office

Level: (Expert)

LANGUAGES

Arabic

Level: (Native) | **Experience:** More than 10 years

French

Level: (Beginner) | **Experience:** More than 10 years

English

Level: (Expert) | **Experience:** More than 10 years

TRAINING AND CERTIFICATIONS

Business Development (Training)

Training Institute: Khatib & Alami - Consolidated Engineering Company S.A.L

Date Attended: June 2013 (144 hours)

money laundry and banking systems (Training)

Training Institute: Banque du Liban

Date Attended: June 2012 (144 hours)

Accounting (Training)

Training Institute: Hijjawi Trade Center

Date Attended: June 2011 (144 hours)

Money Laundry Program (Certificate)

Issued in: April 2016

Customer Service (Certificate)

Issued in: April 2016

Ethics (Certificate)

Issued in: April 2016

HOBBIES AND INTERESTS

Painting