

Nancy Al Zinati

General Ledger Accountant

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Summary

A dedicated and creative General Ledger Accountant with 2+ years of experience in the Accounting and Banking industries. Responsible for the effective and successful management of labor, productivity, quality control, and credit control. Effective leader who performs well in a collaborative environment with clients and coworkers. Adept at streamlining processes, managing ledger entries, and reconciling accounts. Seeking to work in an environment that is conducive to my intellectual, professional, and personal growth, where I can contribute significantly to the growth of the team/organization with strong experience and expertise leading to success.

Experience

General Ledger Accountant – 09/2022 to Present

MAF Hypermarkets SAL, Beirut, Lebanon

- Prepare and manage general ledger entries such as general expenses, accruals and intercompany transactions etc...
- Review financial documents for accuracy and reconciling accounts.
- Collaborate with internal departments to complete accurate records and provide accounting support.
- Prepare accounts reconciliation on a monthly basis, while participating month-end and year-end closing process.
- Prepare journal entries completed general ledger tasks, and generated reports to facilitate precise reporting and analysis.
- Process invoices, track payments and manage collections.
- Reduce costs and improve the business through meaningful reports, and strategic recommendations.

Customer Service and Teller – 02 Sep 2019 to 27 Sep 2019

Fransabank, Beirut, Lebanon

- Answered inbound and outbound calls from customers in a friendly and professional manner to enhance customer satisfaction.
- Kept detailed records of customer interactions, while answering questions from clients seeking for more information regarding their Accounts and cards (debit and credit).
- Assisted clients using their e-banking application while responding to emails from clients and branches.
- Acted as an intermediary between branches and clients and answer branches regarding information related to client's accounts and cards.
- Demonstrated integrity and honesty while interacting with clients and team members and answered all the necessary inquiries.

Education

Master's Degree in Finance – 2021

Lebanese University, Lebanon

Bachelor's Degree in Business Administration, Emphasis on Finance – 2019

Lebanese University, Lebanon

Skills & Expertise

- Leadership & Team Management
- Communication & Negotiations
- Problem Solving
- Project Management
- Strategic Planning
- Business Development
- Adaptability
- Customer Service
- Planning & Organization
- Data Analysis
- Time Management
- Decision Making
- Microsoft Office
- Emotional Intelligence
- Environmental Science
- Market Research
- Presentation Skills
- JD Edwards-Oracle

Languages

Arabic: Native | **English:** Fluent | **French:** Fluent