

NAJEH ABBOUD

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Detail-oriented accounting graduate with a strong academic background in accounting principles, financial analysis, and business administration. Experienced in journal entries, accounts payable and receivable, and financial reporting through internships and university projects. Skilled in Microsoft Excel and accounting systems, with the ability to learn new tools quickly. Seeking a Junior Accountant or Accounting Assistant position.

Experience

INTERN – IDEALAB, AKKAR, LEBANON | MARCH 2023

- Participated in innovation initiatives and basic business process analysis
- Assisted in data entry and documentation
- Developed problem-solving and analytical skills

UNIVERSITY PROJECTS – LIU | 2023–2024

- Conducted financial analysis and budgeting case studies
- Applied accounting principles using excel
- Prepared reports using business simulations

SALES ASSISTANT – SUPERMARKET (LE CHARCUTIER) | 2020

- Managed inventory records and stock tracking
- Assisted customers and handled basic sales documentation

ASSISTANT – TAKLA INDUSTRY, TRIPOLI | 2021

- Supported daily administrative and record-keeping tasks
- Assisted with organizing invoices and documents

Skills

Accounting skills:

- Journal Entries

- Accounts Payable & Receivable
- Expense Tracking
- Financial Statements
- Bank reconciliation

Software & Tools:

- Microsoft Excel (advanced formula , data entry, pivot tables)
- Microsoft Word
- Basic knowledge of Odoo / QuickBooks
- Practice on BMS accounting system

E d u c a t i o n

Bachelor of business administration (accounting)

LEBANESE INTERNATIONAL UNIVERSITY
(LIU), AKKAR, LEBANON

Relevant Coursework:

Financial Accounting, Managerial Accounting, Intermediate Accounting, Cost Accounting, Corporate Finance, Accounting Information System, Taxation, Auditing, Business Law, Financial Management...

GPA : 3.90 / 4 (HONORED LIST)

C e r t i f i c a t i o n s

- Office Management Course- BLSC Institute, 2020
- Accounting Program (BMS System)- BLSC Institute, 2024
- Microsoft Office (Excel ,Word , PowerPoint)- BLSC Institute, 2024
- Excel for accounting – future minds, 2026(bank reconciliation ,data entry & financial data organization ,advanced excel formulas)