

Rita Abi Zeid

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EDUCATION

Lebanese University

*Bachelor in Business Administration
Specialty in Accounting & Auditing*

Hadat, Lebanon

February 2025

CERTIFICATION

HR for non-professional HR- CEC Beirut Arab University

Online

January 2026

Labor Law And NSSF Workshop- Learn Business

Online

May 2026

INTERNSHIP

Zaatar W Zeit

Compensation And Benefits

Zouk Mosbeh, Lebanon

Jan-Mar 2026

- Ensured confidentiality of employee compensation information.
- Maintained and update employee records.
- Filed and archived confidential documents accurately.
- Handled data entry and document verification.

Accounting and Management Consultants (AMC)

Accounting Intern

Beirut, Lebanon

Jul 2019 - Sep 2019

- Supported bookkeeping tasks and maintained organized financial records.
- Conducted bank reconciliations to ensure accurate account balances.
- Calculated and prepared payroll tax declarations, meeting compliance requirements.
- Assisted with social security calculations and declarations, ensuring adherence to regulatory standards.

PROFESSIONAL EXPERIENCE

Freelance Accountant

- Supported small businesses with accounting.
- Recorded daily financial transactions.
- Prepared financial documents and organized accounting files.
- Assisted in invoice preparation and payment follow-ups.
- Communicated professionally with clients regarding financial matters.

Beirut, Lebanon

Feb 2025- Present

Freelance Tutoring

Private Tutoring

- Tutored Lebanese University students in Accounting, Operations Research and Analytical Accounting.
- Supported students with weekly sessions focused on exam preparation, assignments, and problem-solving techniques.

Beirut, Lebanon

2023 – 2024

Lebanese Roasting Group - Castania

Accounts Receivable and Stock Controller

Bauchrieh, Lebanon

Oct 2022 - Dec 2023

- Managed data entry for invoices and receipts, ensuring accuracy in record-keeping.
- Prepared and issued invoices, maintained efficient records, and facilitated smooth billing cycles.
- Tracked and reconciled inventory levels, optimizing stock control and reducing discrepancies.
- Processed and reconciled customer payments, supporting cash flow and financial accuracy.

SKILLS AND INTERESTS

Transversal Skills: Microsoft Suite (Advanced), Communication, Aptitude, Problem-solving, Teamwork, Adaptability.

Languages: Arabic (Proficient), English (Advanced), French (Proficient).

Interests: Puzzles, Swimming, Photography, Social Media.