



AYA KANAWATI

Accountant

Contact

+ 961 71 233 280

Bshara El-Khoury, Beirut

Lebanese

aya.kanawati@hotmail.com

Skills

Microsoft Excel

Microsoft Word

Traverse

Microsoft Dynamics

Languages

Arabic(Fluency: Mother Tongue)

English(Fluency: Bilingual)

French(Fluency: Beginner)

Spanish(Fluency: Beginner)

Connect

Facebook

facebook.com/aya.kanawati.92

LinkedIn

linkedin.com/in/aya-kanawati-76a33744/

Objective

Dedicated Accountant who enjoys working with all types of personalities and has experience in busy office setting. Hardworking, educated and willing to go the extra mile to complete any task. Offers a successful career history comprising more than ten years.

Education

Rafik Hariri University

Mechref, Mont Liban - Lebanon

2010/2013

- Bachelor of Business Administration : Business Management
- CGPA : 81.97/100

Omar Faroukh Public School for Girls

Beirut - Lebanon

2009/2010

- Lebanese Baccalaureate in Economics and Sociology

Experience

- Country Accounting Officer
Jesuits Refugee Service
June 24 - Present

- Ensures regular entry of accounting transactions and the scanning of the related supporting documents.
- Verifies, and correctly maintains JRS procedures, such as payments and other day-to-day financial transactions;
- Reviews and checks: Vouchers, numbered and aligned with the system; Reconciliations (weekly): cash, payables, receivables; Bank reconciliations (monthly);
- Ensures that all supporting documents are provided;
- Completes the "R3" official forms;
- Assists the Country Finance Officer in the preparation of annual audit and periodical donor audits.
- Assists the logistics and procurement teams as necessary.

- Accountant
Middleware Data Systems SAL (An ITG Company)
July 2020 - Nov 2023

- Booking purchase invoices
- Preparing payroll deduction files
- Bank Reconciliations
- Performing Intercompany, affiliated reconciliations
- Vendor reconciliations
- Prepare payments (cheques , bank transfers)
- Audit File preparation and assisting auditors with their requests
- Interest Tracker for affiliated companies
- Performing Prepaid, provision, accruals tracker
- Performing end of month / year entries
- Audit Cash entries with the cash department
- Preparing weekly cash flow , Liquidity file
- Assisting with budget and forecast

- Junior Accountant
PC DealNet SAL (An ITG Company)
March 2018 - June 2020

- Issuing sales invoices, Credit notes , Consignments , withdrawals, transfer locations
- Preparing weekly cash flow , aging reports , collection reports.
- Booking cash receipts, general ledger transactions.
- Booking Stock entries , Purchase invoices .
- Performing Bank and Vendor reconciliations.
- Performing Credit limit analysis
- Setting up and update customer accounts with personal information
- Contacting customers to collect outstanding payments via one-time or negotiated installment methods

- Administrative Assistant
Interlink SAL (An ITG Company)
November 2014 - February 2018

- Issuing sales invoices.
- Assigning tasks (delivery, collection) for the drivers
- Coordinating with technical department for repair delivery and software installation, sales department for product delivery, accounting with payment collection .
- Organizing Canon Academy
- Liaising with vendors to order and maintain inventory of office supplies
- Ensuring that all calls were answered in a timely manner and that they were forwarded to appropriate parties

References

Available upon request