

Liliane M. Chehade

Personal Information

Date of Birth: September 18th, 1992
Mobile: 0096171214395
Email: liliane-chehade@hotmail.com
Address: Aley, Mount Lebanon.

Experience

Senior Accountant

ICS – Impact Construction Systems; October 2017 – Present

Dekweneh, Maten , Lebanon

Responsibilities:

- Assets amortization and liquidation.
- Inventories, stocktaking and control.
- Suppliers and clients monthly confirmation and reconciliation.
- NSSF, Salary tax and VAT declaration and reconciliation.
- Provisions and accrued charges.
- AR collection and installments, AP payment plans.
- Cash, bank, checks and credit card reconciliation.
- Salaries and commissions calculations.
- Petty cash management and reimbursement.
- Day to day accounting transactions (Journal Vouchers)
- Invoicing and purchasing.
- Financial reporting (P&L , cash flow, budgeting)

Senior Accountant

Actyv SAL; Apple Authorized Resellers: 2013 – September 2017

Zouk Mosbeh, Keserwan, Lebanon.

Responsibilities:

- Assets amortization and liquidation.
- Inventories, stocktaking and control.
- Internal deliveries and replenishments of products between branches.
- Suppliers and clients monthly confirmation and reconciliation.
- NSSF, Salary tax and VAT declaration and reconciliation.
- Provisions and accrued charges.
- AR collection and installments, AP payment plans.
- Cash, bank, checks and credit card reconciliation.
- Salaries and commissions calculations.

- Petty cash management and reimbursement.
- Day to day accounting transactions (Journal Vouchers and products)
- Invoicing and purchasing.

Junior Accountant

Teletrade Holding Company: Multimedia Megastore; 2010 – 2013

Zalka , Maten, Lebanon.

Responsibilities:

- Daily reconciliation of all branches cash drawers.
- Customer / supplier loan installments (through banks and Solifac)
- Purchase orders and deliveries.
- Sales orders and sales invoices.
- Daily data entry of expenses.

Education

2019 - 2020

Association of Chartered Certified Accountants (ACCA)

Diploma in IFRS (DipIFR)

Expected June 2020

2010 - 2014

Universite La Sagesse

Faculty of Business & Finance- Chevrolet

BA Accounting and Auditing

Languages and Other skills

- ***Languages:*** English and Arabic.

- ***Computer Skills:***

- Microsoft Office (Word, Excel, PowerPoint).
- Business Software: Soft Office, Socrate and PIMS.