

MARIANA BOU KARAM

4 AUGUST 1995, Lebanon, +961-71-498044, marianaboukaram@gmail.com

Career Objective

Goal-oriented accounting professional with 3years of experience in general accounting, accounts payable, accounts receivable, audit, and payroll. Strengthen accounting reports by providing accurate paperwork and reporting documents. Seeking financial consulting position in the accounting department of established corporate firm.

KEY SKILLS AND COMPETENCIES

- Microsoft Office skills
- Communication skills
- Knowledge of financial environment
- Time-management skills
- Administrative procedures
- Project management knowledge
- Cost reduction and analysis
- Outstanding personal skills
- Customer relationship management

CAREER HISTORY

Accountant

Auto Care Center SAL| Baabda

December 2017- October 2019

- Book the supplier purchase invoices after validating it with their purchase orders
- Post the sales invoice from POS to accounting system
- Assist in the end of month stock reconciliation and help in solving the discrepancies
- Perform daily data entries: cash, bank, expenses, etc.
- Handle monthly reconciliation: cash, bank and supplier

Cashier and Store Manager

Auto Care Center SAL| Baabda

December 2015- November 2017

- Handle purchases in cash and credit cards
- Receive payments and present change to customers
- Calculate total payments received at ending of work shift and settle with total sales
- Responsible of shelf-stocking or keeping products displayed in an orderly manner
- Keep track of inventory and ensure that supplies are ordered on time
- Tag items for price and expiry dates
- Filling purchase orders and maintaining good vendor relationships
- Provides guidance regarding purchase orders and invoices data entry

Accountant (Internship)

Dairy Khoury & Co SAL

April - July 2015

- Preparing monthly accounts
- Accounting and general administrative duties
- Perform daily entry of accounting and weekly perform checking and updating

ACADEMIC QUALIFICATIONS**MBA in Financial Economics**

January 2020

Sagesse University, Forn el Chebbak, Lebanon

(Thesis Topic: Financial Risk Management in Digital Economy)

Bachelor Degree in Banking and Finance

July 2016

Al Kafaat University, Ain Saadeh, Lebanon

Languages

Fluent in Arabic, English and French both verbally and nonverbally

References

Available Upon Request