

# Fatima Jaffal

Beer Al Abed, Main Street, Al Bustan Building  
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## **Education:**

October 2017    *Undergraduate Masters* of Accounting & Auditing, Lebanese University, Faculty of Economics & Business Administration.

October 2014    Bachelor of Accounting & Auditing, Lebanese University, Faculty of Economics & Business Administration.

June 2010        Lebanese Baccalaureate II in General Sciences, Al Kawthar Secondary High School

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## **Work Experience:**

September 2017 till present        **Senior Accountant** at Sandwich w Noss, Beirut

October 2014 till July 2016        **Paymaster** at Golden Tulip Galleria Hotel, Beirut

October 2015 till July 2016        Acting **Cost Controller** at Golden Tulip Galleria Hotel, Beirut

July 2016 till August 2017        **Senior Accountant** at Golden Tulip Galleria Hotel, Beirut

### Recent duties included:

- Auditing and implimenting data from old software to new software
- Handling the Hotel's petty cash and preparing the necessary replenishments and monthly reconciliations for the General Cashier account.
- Keeping track of all the employees' monthly attendance and leaves in order to perform the Time Management data entries.

- Contacting Insurance companies for medical and work accidents claims, and following up on the approvals, renewals, & payments.
- Handling the day-to-day store requisitions for all the F&B outlets and controlling the store keeper's daily workflow.
- Performing & leading the monthly stores' inventory (Food, Beverage, General, & Outlets) to establish the monthly cost and the month cost closure JV.
- Performing random spot-checks on stores and outlets.
- Reviewing and posting all the invoices corresponding to the store items.
- Fuel cards and Mobile cards activation, renewal, and control.

Current duties include but are not limited to the following:

- Preparing & administrating the monthly payroll and bank letters for corresponding payments, monthly NSSF, end of service indemnity, buyouts payments & all mentioned Jvs.
- Filing & using different income Taxes forms (R3, R4, R5, R6, R7,R8, & R10) in addition to calculation, declaration, deadlines and penalties.
- Preparing yearly CNSS report.
- VAT quarterly declaration.
- Controlling all direct purchases invoices.
- Controlling monthly AP aging and payments distribution depending on the current cash flow.
- Prepare daily bank position report and monthly bank reconciliation.
- Conduct monthly and yearly closing entries
- Conduct Profit & Loss report.
- Assist in setting budgets and forecasts.

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### **Skills:**

**Languages:** Arabic (Native Proficiency)  
 English (Full Professional Proficiency)  
 French (Limited working Proficiency)

**Computer Skills:** Microsoft office (Excel, Word, Outlook, PowerPoint), Opera, Fidelio(FO-AR-FB-Reports), SUN Accounting System, PIMMS Accounting System, TMV Payroll & Time Management System, Al Bayan Payroll System.

**General Skills:** Strong communication skills, dynamic, hard worker, reliable, detail oriented, team player& leader, reporting expert, able to work under pressure.

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