

ATEF ABEED ALKAREEM BAALBAKI

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Professional Summary:

Motivated accounting student at the Lebanese University with hands-on experience in accounting software, data entry, and financial reporting. Seeking an opportunity to apply my academic knowledge and practical skills in a professional accounting environment.

Education:

Lebanese University — *Bachelor's in Accounting and Auditing*

Expected Graduation: 2026

Certifications & Courses:

Diploma Accounting Course (Brain boost academy)

Instructor: **Certified Accountant Mr. Issa Moussa** | **Started:** 22 March 2025, **Ended:** 18 July 2025

Covered: Journal entries, general ledger, trial balance, account closing, financial statements, leadership for senior accountants, Gained hands-on experience in preparing tax declarations and working with various accounting systems and procedures, Acquired skills in VAT filing, salary declarations, and financial reporting, Learned practical accounting techniques used in real-world scenarios.

Other certificate: Excel course, Cell phone maintenance, ISO Management system audit techniques and best practices, Fundamentals digital marketing goggle course

Skills:

- **Accounting Software:** Excel, power BI, word , SPSS ,Accounting software
 - **Accounting Skills:** Data entry, invoicing, journal entries, account reconciliation, VAT
 - **Analysis & Reporting:** Trial balance, financial statement preparation, cost analysis
 - **Soft Skills:** Attention to detail, time management, Quick Decision-Making Under Pressure
 - **Other:** Basic knowledge in digital marketing, HTML, Cell Phone maintenance, Auditing
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Languages:

- English - Intermediate
 - Arabic – Native
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