Curriculum Vitae

1. **Personal Data**:

Full Name : **Jennifer ABI RAAD**

Date of Birth : April 3, 1987

Nationality : Lebanese

Full Mailing Address : Kfour, Lebanon

Phone number : 76 566 678

E-mail Address : jennifer-khoueiry@hotmail.com

1. **Work Experience**:
2. Name of Employer:INTERAL SARL

Date of Employment: 1-07-2012 till now

Description of Job: Chief of Accounting

1. Name of Employer:Khayat-Kanaan for Medical Equipment SAL+ Medical Technics SAL

Date of Employment: 15-01-2009 till 30-06-2012

Description of Job: Accountant

1. Name of Employer: Byblos Bank

Date of Employment: August 2007

Description of Job: Training

1. Name of Employer: Accounting Office Jean K.Bteich

Date of Employment: 01-07-2004 till 31-08-2004

Description of Job: Training in Accounting

1. **Language Fluency**

Well written and spoken: Arabic, English and French.

1. **Sports and Interests**

All kinds of sports, music, drawing, writing poems, reading.

Scouts & Kung-fu

1. **Educational Background**:

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| --- | --- | --- | --- |
| Name& Address of University / School | From | To | Degree/ Diploma/Certificate |
| Saint Coeur - Cortbawi | 2005 | 2008 | Auditing & management / TS |
| Saint Coeur Cortbawi | 2002 | 2005 | Official baccalaureate in accounting & management / BT |
| Saint Coeur Cortbawi | 2000 | 2002 | Official brevet certificate / BP |

1. **Software Use:**

Word, Excel, [Power](file:///\\\\\\\power) Point, Windows Movie Maker, Adobe Photoshop

Accounting Programs: C.T.S. & Brains

1. **Knowledge:**

Delegate jobs and tasks within the accounting team and insure their implementation;

Backup & assist the accounting team whenever required and during absences or leaves.

Main Tasks:

- Control the execution of the invoicing cycle operations

- Control daily data entries operations

- Control all cash related operations

- Control local & foreign Suppliers accounts

- Prepare VAT declarations

- Review & control of NSSF and Tax declarations

- Assist & coordinate in the financial audit preparation and process

- Ensure financial records are maintained in compliance with the adopted Policies & Fiscal requirements

- Ensure accurate and timely monthly, quarterly and year end close

Reports and statements:

- Ensure all financial reporting deadlines are met on a monthly/quarterly basis

- Analyze and review budgets and expenditures

- Prepare the P&L, balance sheet & income statement

- Elaborate statistical Reports (sales reports, purchasing reports…)

Experience:

6 years in accounting