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Rebecca Hasbany

Ein El Remeneh, Lebanon
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EDUCATION

La Sagesse University
B.S. Audit & Accounting

September 2012-Present

Beirut, Lebanon

Sagesse Technique School
Faculty of Accounting & Computing

June 2012

Beirut, Lebanon

WORK EXPERIENCE

Accountant July 2012 - Present
Nakhal Travel Agency

Badaro, Lebanon

<http://www.nakhal.com>

- Process customers' invoices.
- General accounts receivable activities include contract tracking, monthly billing and resolving client billing issues.
- Maintain client payment knowledge and submit invoices via payment portals.
- Process and applying daily receipts via cash, check, credit card or bank transfer.
- Review accounts for accuracy and proper account setup.
- Research and resolve billing disputes.
- Follow-up calls to customers with past due balances.
- Ensure the proper recording of all customer activity.
- Prepare bank transfers and letters.
- Perform other work when needed.
- Assist the Accounting Manager with other duties as assigned.

SKILLS

- Reporting Skills, Attention to Detail, Deadline-Oriented, Confidentiality, Time Management.
- Well experienced in Microsoft Office programs (Word, Excel, Access, Power point)