

# Sara Abboud Bitar

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## OBJECTIVE

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Leverage my educational potentials and enrich my intellectual skills through the work field.

## EDUCATION

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### Hariri Canadian University (HCU)

School of Business Administration (SBA)

Graduated Student in Accounting and Finance

Mechref, Lebanon

Honor List

### *University Courses include:*

Accounting I & II; Intermediate Accounting I & II; Cost Accounting I & II; Financial Management; Taxation; Introduction to Marketing; Introduction to Management; Business Statistics; Calculus; Business Math; Business Law ; Business English; Business Computer I & II.

- Senior Project Award Attestation from the Business School Chairperson - April 2012

## WORK EXPERIENCE

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### Broker: Fady Bekdache - Hamra

Accounting Department (Accountant - Part Time)

October 2015 till now

- Reconciliations:
  - (1) Of bank Statement
  - (2) Of Insurance companies
- Accounting data entries:
  - (1) Hospitalization policies
  - (2) Motor policies
  - (3) Expatriate policies

### Arabia Insurance and reinsurance

Accounting Department (Accountant)

May 2014 till October 2015

- Accounting data entries:
  - (1) Suppliers Invoices
  - (2) Petty cash
  - (3) Agencies Fees
  - (4) TPA Administration Fees
- Payment of medical/motor/property claims by checks and suppliers dues
- Reconciliations:
  - (1) Of Brokers accounts
  - (2) Of branches accounts
  - (3) Of suppliers accounts
  - (4) Of bank statements

**Assurex SAL insurance and reinsurance**  
Accounting Department (Junior Accountant)

October 2012 till May 2014

- Reconciliations:
  - (1) Of bank statements
  - (2) Of branches accounts
  - (3) Of suppliers accounts
  - (4) Of reinsurers accounts
- Payment of suppliers dues by checks or transfers
- Accounting data entries:
  - (1) Bills
  - (2) Petty cash
  - (3) Reinsurers letters
  - (4) Rent invoices

## **INTERNSHIP**

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**Deloitte and Touch-Beirut**

Summer 2012

Audit Department (Audit Trainee)

- Vouching: Check the entries with its supporting documents to determine the accuracy, existence and completeness of the entries passed by verifying the vouchers, bills and other supporting documents.
- Tracing: Follow entries of financial information back to its originating document to check for its existence.
- Testing Inventory: Reconcile the inventory count from the stock listings.
- Testing Payroll: Test the occurrence, completeness and accuracy of the client payroll.
- Communication with the client: Communicate deficiencies and mistakes with the client.
- Preparing reports and Proofreading: preparing balance sheets, income statements, statement of cash flow and proofreading for correctness.

## **SKILLS & INTERESTS**

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**COMPUTER SKILLS:** Microsoft office, Audit System2, Viper.

**LANGUAGES:    WRITTEN        SPOKEN**

English	Fluent	Fluent
French	Fair	Fluent
Arabic	Native	Native

**INTERESTS:** Reading books on self development, Swimming, & Tennis.

References Available Upon Request