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REEM JABER

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| **OBJECTIVE** | | |
|  | | Seeking an accountant position in a progressive organization that offers opportunities for advancement and where my skills can be employed and developed. |
| **EDUCATION** | | |
|  | February 2010 **American University of Beirut** Beirut, Lebanon  *Bachelor of Business Administration*  *Finance*    July 2006 Beirut Baptist School Beirut, Lebanon  *Bacc. II in Life Sciences*  Graduated with Honor List | |
| **WORK EXPERIENCE** | | |
|  | | April 2011/September 2016 **Abou Merhi Group Beirut, Lebanon**  *Accountant*  Reconcile banks, payables and receivables  Prepare journal summaries  Prepare payment schedules  Do necessary adjustment entries  Prepare P&L statement  Handle receivables  July/August 2008 **Al Mawarid Bank Beirut, Lebanon**  *Trainee*  Worked in the Corporate Credit Relation department where I handled loans based on some criteria given to me by the department  Cooperated with another AUB trainee. |
| **PROJECTS** | | |
|  | | Below are some of the projects accomplished in team work during my university studies:  Compared between the financial statements of two competitive companies to see which is doing better  Competed in groups on a program called Globus. It is about selling webcams in the international markets and then we see who ranks first. We ranked second.  Studied Marlboro’s financial status carefully with a risk perspective.  Worked in a group on a marketing plan and strategy with a limited budget. |
| **COMPUTER LITERACY** | | |
|  | | Excel, Word, Power Point, Visual Basic, Visual Dolphin, Cobalt, Kapiti, Laserfiche |
| **LANGUAGES** | | |
|  | | Fluent in spoken and written Arabic and English, and fair knowledge of spoken and written French |
| **ACTIVITIES** | | |
|  | | Member in business society  Member in the Red Cross. |
| **HOBBIES** | | |
|  | | Sports, Ski, Music, Traveling |
| **PERSONAL DATA** | | |
|  | | Name: Reem Jaber  Date of Birth: 30/08/1988  Nationality: Lebanese  Gender: Female |
| **REFERENCES** | | |
|  | | REFERENCES AVAILABLE UPON REQUEST |