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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 receivablesPrepare journal summariesPrepare payment schedulesDo necessary adjustment entriesPrepare P&L statementHandle receivablesJuly/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 betterCompeted 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 societyMember 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 |