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| Byblos, amchit, CLUB STREET, el khoury Bldg, 1st Floor. | | | | |
| Phone: (961) 03437501• E-maiL: gladys-saade@hotmail.com | | | | |
| GLADYS NADA SAADE | | | | |
| Personal information |  | | | |
| Nationality | Lebanese/French | | | |
| Date of birth | December 12,1988 | | | |
| Marital Status | Single | | | |
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| Work experience |  | | | |
| ***Midware Data Systems SAL***  ITG Holding  Accounting & Administration Division  *Accountant*  September 2011 – Present | **Tasks and Responsibilities:**  Bank/Cash:   * Ensuring the timely completion of Bank Reconciliations and taking appropriate and corrective actions. * Handling of Cash clearing and Cheque clearing schedules, ensuring no pending items, if any provide appropriate actions. * Responsible of Cash Flow Management (Petty Cash).   Fixed Assets:   * Maintaining the Fixed Assets register. * Ensuring the group policies and procedures for creations of new assets and disposal of assets. * Performing the corrective accounting treatment. * Handling the inter branch transfer of assets.   General Ledger:   * Handling the maintenance of General Ledger Accounts by reconciling control accounts and by analyzing balance sheets. * Ensuring the accuracy of journal entries and all other types of transactions such as accounts payable and receivable, payroll, purchase orders, provisions, prepaid expenses and accruals. * Assisting in the yearly stock audit and yearly closing of books.   Other Tasks:   * Use of computer systems to run databases, extract transactions details, and create reports. * Prepare Monthly Social Security contribution. * Annual Audit File. * Responsible of stock entries, related to Goods. * Stay current with all regulations, practices, tax laws, reporting requirements and industry trends. | | | |
|  | * Responsible of invoicing creation, verification and receivable’s collection. * Prepare closing of Accounts receivables modules. * Performing clerical duties such as filing and records retention. * Provides financial status information by preparing special reports (Aged Trial Balance-Margin Report-Stock aging) and assist with special projects as required. | | | |
| Trainings  ***BBAC Bank***  August 2009 | * Treasury Department. * LC’s and LG’s Department. * Credit Department. * Operations Department. * Customer Service. | | | |
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| **Education**  “**Holy Spirit University of Kaslik” (USEK);**  September 2007 – June 2011 | License in Finance. | | | |
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| **Collège Notre Dame de Lourdes**  Frères Mariste Jbeil-Amchit  June 2007 | Lebanese Official Baccalaureate, Life Science. | | | |
| Languages |  | **Speaking** | **Writing** | Comprehension |
| Arabic |  | Excellent | Excellent | Excellent |
| French |  | Excellent | Excellent | Excellent |
| English |  | Excellent | Excellent | Excellent |
| **Computer Skills** | **Certificate English Business Communication level.**  Proficiency in use of Traverse Accounting Software and all Microsoft Office applications (Access, Excel, Word and Power Point). | | | |
| **References** | Available upon request. | | | |