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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 HoldingAccounting & 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.
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|  | * 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.
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| 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-AmchitJune 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. |