

CHRISTINE ABDO MOUAWAD

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Nationality: Lebanese

Date of Birth: December 23, 1977

EDUCATION:

MBA	Arab Open University	2014- To present
BA in Business Administration	Arab Open University	2006-2010
Accounting courses	American Lebanese Language Center	1996-1998
Bacc. II, Experimental Science	Soeurs Des Saints Coeurs College	1994-1995

OBJECTIVES:

Seeking long term employment as chief accountant in a well-established organization where hard work & sincerity are appreciated and where also I can grow professionally, fulfill my ambition and further enhance my skills, and experience.

CAREER PROFILE:

- Detail-oriented, efficient and organized professional with extensive experience in accounting.
- Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
- Excellent written and verbal communication skills.
- Highly trustworthy, discreet and ethical.
- Resourceful in the completion of projects, effective at multi-tasking.
- Responsible, hard worker and able to work under pressure.

SKILLS & QUALIFICATIONS:

- Languages: Arabic, French, English (Good Knowledge Speaking, Writing & Reading)
- Computer: General computer skills (Windows and MS Office)

- Attention to detail and accuracy, confidentiality, planning and organizing.
- Good communication and team skills.

WORK EXPERIENCE:

Chief Accountant **Elianor Group sarl** **October2010-To present**
 (Elianor Lift Est.)

- Reviewing & Controlling Journal Entries.
- Maintaining & Controlling Accounting Records (revenues, expenses, accounts receivables, accounts payables) and insuring data completeness and integrity.
- Responsible for Accounts Reconciliation (Banks, Suppliers, Clients, petty cash)
- Handling & Controlling treasury operations (bank transfers, deposits, conversions, letters of credit, etc.)
- Daily Monitoring of Funds Availability.
- Maintaining and coordinating the implementation of accounting and accounting control procedures.
- Controlling the completion and accuracy of all supporting documents for any payment (Invoice, Purchase Order, Delivery note from supplier, Reception note, etc.) before proceeding with any payment.
- Controlling Export invoices (Prices, special discounts and offers, shipment conditions & terms, conformity with the LC if exists, mode of payment, etc)
- Preparing profit and loss statements and cost accounting reports.
- Assisting in the quarterly/year end closing process.
- Administering payroll and maintaining employee records.
- Social security procedures & VAT declaration.
- Calculating cost of imported goods.

Senior Accountant **Elianor Group sarl** **September2004 –September2010**
 (Elianor Lift Est.)

- Preparing & Controlling Journal Entries.
- Maintaining & Controlling Accounting Records (revenues, expenses, accounts receivables, accounts payables).
- Responsible for Accounts Reconciliation (Banks, Suppliers, Clients, petty cash)
- Handling & Controlling treasury operations (bank transfers, deposits, conversions, letters of credit, etc.)

- Responding to third parties' requests sent via phone calls and following up on mails (clients, suppliers, banks, shipping & insurance companies)
- Organizing the filing system.
- Maintaining and coordinating the implementation of accounting and accounting control procedures.
- Preparing profit and loss statements and cost accounting reports.
- Administering payroll and maintaining employee records.
- Social security procedures & VAT declaration.
- Making & following foreign suppliers' orders.
- Preparing documents for customs formalities.
- Calculating cost of imported goods.

Accountant **Jamil Dagher** Office for Accounting & Audit August 1998- September 2004

- Preparing Journal Entries for different companies.
- Statements Reconciliation (Banks, Suppliers, Clients).
- Organizing the filing system.
- Maintaining and coordinating the implementation of accounting and accounting control procedures.

ACTIVITIES:

Sports in general, Reading.

REFERENCES:

Available upon request.