

Carla Fronjian

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OBJECTIVE

Resourceful and dynamic professional with experience in accounting, administration, financial management, statutory regulations, and providing financial information for decision making. Adept at working in teams as well as handling individual accounts and managing tasks to meet deadlines by applying acquired experience and competencies to achieve business objectives.

EDUCATION

2009-2013	Lebanese American University (LAU)	BEIRUT (LEB)
	BS in Business Administration and Management	
1994-2008	Armenian Evangelical College (AEC)	BEIRUT (LEB)
	Lebanese Baccalaureate II degree, Life Science	

EXPERIENCE

AGN International - Accountant	BEIRUT (LEB)
October 2015- present	

- Assist the Accounting Manager in maintaining the company's books of accounts, posting ledger transactions, rectifying entries, and closing books of accounts.
- Review and process daily invoices received, prepare and file receipt vouchers and also handle credit card payments.
- Prepare and submit statement of account (containing invoiced details, unpaid invoices, credit date for paid invoices etc.) for clients
- Handle accounts payable (AP) to process vendor, supplier and third party service provider payments as per terms, maintain records and file acknowledgements from external entities on receipt of payment intimation.
- Oversee accounts receivable, send invoices to customers in time, and confirm dates by which payments will be cleared.
- Ensure compliance with standard accounting practice and procedures in daily accounting activities, prepare financial statements and ensure timely filing.
- Assist in building excellent customers relations, attend to customers' complaints and ensure these are addressed promptly.
- Work extensively in the "Dolphin" Accounting System, upload customer information in the system and maintain records of bookings, customer preferences and payment

United Parcel Services (UPS) - Accountant

BEIRUT (LEB)

October 2013- September 2015

- Managed the books of accounts, reviewed journal entries, verified ledger posting and oversaw account reconciliations.
- Prepared and analyzed financial statements provided financial status of the company to the top management; helped in preparation of balance sheet, P&L account, and business performance summaries.
- Prepared monthly payment statements, developed and submitted reports to facilitate decision making.
- Ensured accuracy in the accounting procedures, verified whether all reports prepared complied with the defined reporting financial standards as required.
- Assisted in preparing budgets, analyzing variances and implementing corrective actions so that budgetary targets were met.
- Monitored operational expenditure and revenue forecasts and provided updates; managed petty cash and prepared vouchers.
- Verified incoming invoices, coordinated with vendors and service providers to resolve invoicing discrepancies and accordingly released payments within due dates.
- Processed financial records for online shopping accounts and performed its merchandise transaction payments.
- Handled accounting data entry in the Fox internal system and assisted in maintaining an appropriate audit trail to provide accurate accounting information during internal and statutory audits.

Dorchester Estates - Administrative Assistant

BEIRUT (LEB)

June 2012- September 2012

- Responded to client's queries regarding properties available (residential, lease), explained features and details to and facilitated buying/leasing decisions.
- Handled official correspondence and communications, attended to phone calls and replied to emails; managed operations of office equipment.
- Maintained an effective and secure filing and documentation system, retrieved and presented property records to management as needed; archived important business communication for future reference
- Scheduled appointments of prospective customers with the company's sales executives assisted in preparation of sales presentations and oversaw arrangements for meetings.
- Managed office supplies and stationery, coordinated with vendors and suppliers for timely procurements, reviewed invoices and communicated with the accounting team for releasing payments.

- Created, updated and maintained employee records in the internal system, assisted in payroll processing.
- As company representative, received corporate guests and visitors, handled arrangements for conferences and seminars and noted proceedings of meetings for post-event reporting and circulation.

SKILLS & ABILITIES

- Accounting Procedures & Standards, Financial Planning & Analysis, Budget Preparation Support, Expense Reduction, Variance Analysis
- Accounts Payable/Receivable, Accounting Records, Financial Statements, Strategic Planning, Staff Handling, Task Delegation.
- Office Management, Teamwork, Presentation, Problem Solving, Negotiation, Microsoft Office (Word, Excel, Access, Outlook, PowerPoint).

LEADERSHIP/ACHIEVEMENTS

- Clubs: Member of the Finance Club and the Accounting Club/ Certificate: "Club Management" Topics: Project Planning; Communication Skills; Public Speaking; Holding Effective Meetings.
- Campsin-Capstone Business Simulation Project in Strategic planning.