



Grace El Tawil Salameh

Bleibel - Lebanon

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Objective:

Seeking for a position in your company, where I can exchange knowledge, experience and competencies and maximize the field of my experience.

Work hard to get my targets and my positive attitude, will certainly make me a good asset to your company which might benefit your institution and contribute to its growth.

PERSONAL INFORMATION:

Date of Birth:16/01/1987

Gender: Female

Marital Status: Married

Nationality: Lebanese

EDUCATION:

- **Sagesse university** B.S. in 2005-2010
Management, Accounting and Finance (BBA)
- **Ecole des Soeurs de la Charite – Besancon** 2004-2005
Secondary Educations
- **College Notre Dame-Delivrande-Araya** 1990-2004
Secondary Educations - Primary Educations

EXPERIENCE:

- **2014 -2017: Omega Cell – Samsung**

(Authorized Distributors for Samsung Mobiles in Lebanon CTC)

Senior Accountant

Performing a variety of general accounting tasks in the accounting and finance department including:

- Verifying the accuracy of invoices and other accounting documents or records
- Analyse revenues, commissions and expenses to ensure they are recorded appropriately on a monthly basis
- Update and maintain accounting journals, ledgers and other records detailing financial business transaction (expenses, vouchers, receipts, accounts payable)
- Prepare and record asset, liability, revenue and expenses entries
- Quarterly update of fixed assets and prepaid accounts
- Reconcile records with internal company employees and management, or external vendors or customers
- Reconcile bank account
- Monitoring bank accounts balances
- Maintain returned check account
- Assist with yearend closings
- Administer accounts receivable and accounts payable
- Payroll administration
- Prepare the quarterly and annually tax on salaries declaration
- Prepare the monthly and annually NSSF declaration
- Assist with preparation of VAT and coordination of the audit process

- **2011-2014: Georges Khoury & CO**

(Distributor for Sanitary Products and Construction materials)

Junior Accountant

- Prepare and examine financial records
- Organize and maintain accurate records
- Control Caisse
- Reconciliation of Local Clients and Suppliers accounts & bank Balances
- Data entry of all Journal Operation (banks avis, LC,Bills, Client ,transfers, credit note, debit note, etc)on accounting software
- Calculate the cost of the products ordered from the foreign Suppliers
- Enter daily rate on system
- Doing Reports for management and for suppliers
- Prepare Daily Letter of transfer for the foreign Suppliers through the bank
- Daily Preparation of Payment Voucher For Local suppliers (supplies, equipment and services)
- Cash flow
- Prepare Daily and Monthly Checks for Customs and for Local Suppliers
- Travel Advances

- **2010-2011: Digital Printing Center**

Desk Administrator and Client service

- Establish and maintain clients' accounts
- Manage the pricing lists database
- Review the client's feedback to the price offer
- Prepare the job order to the Production Department
- Managing client's purchasing orders, delivery notes, customer management and invoices
- Monitor customer account details for non-payments, delayed payments.
- Establish and maintain Supplier accounts
- Managing Purchasing (supplies, equipment and services), Monitor Purchase Orders, delivery notes and their Invoice received from Suppliers
- Maintain Financial files and records
- Accounting Parts
- Data Entry Accounting system of receivable and payable accounts, preparing the payments, Invoices, receipts, follow up and collection of payments according to the deadline

- Post all cash receipts, discounts, allowances, price difference, returns and other charges
- Managing Petty cash
- Enter data into HR System so that accurate records are maintained
- Manage the Absence recording system and Completing timesheets
- Reporting to management to review office performance daily, weekly, monthly

- **2007-2009: Secure Plus (Security Services)**

Sales Representative

- Selling Security services
- Plan and modify product's configuration to meet customer needs
- Accounting part
- Ensure accurate and appropriate recording and analysis of revenues and expenses
- File and retrieve corporate documents, records, and reports
- Data Entry Accounting system of receivable and payable accounts, preparing the - payments, Invoices, receipts, follow up and collection of payments according to the deadline

COMPUTER SKILLS:

Windows, Dolphin, Socrate, Brains, Bee, Management Programs, Microsoft Office, Internet use

LANGUAGES:

Trilingual, fluent in Arabic, French and English

REFERENCES : (available upon request)