

PATRICK MATTA

Accountant

✉ patrick_matta@hotmail.com
📍 Beirut, Jbeil
📅 26 years old
🏠 Lebanese
☎ +961 70 224889

Computer skills

Oracle system

Micros - Fidelio

Microsoft Office

Excel, Word and
Powerpoint

Omega System

Back Office and Platforms

Languages

Arabic

Native Language

English

Excellent

French

Bilingual

Spanish

Beginner

Interests

2013-2016 Member in the
AOU Accounting Society

2012-2016 Member in the
swimming club of Jbeil

About me

Possesses multiple skills covering many financial areas such as laws, cost control principals, ledger analysis, financial statements, budgeting, auditing practices, taxation and economic regulations.

Possess ability to learn new concepts and technologies. Honest and dependable team player with excellent relationship building skills across all levels. Consummate professional with excellent communication.

Education

From October
2013 to June
2016

Bachelor Degree in Accounting

Arab Open University Beirut

Skills:

*Fluent in accounting, spreadsheet and database software.

*Excellent math skills, with a focus on detail and accuracy.

*Exceptional organizational skills and the ability to handle multiple tasks at once.

*Strong sense of integrity, confidentiality and transparency.

Work experience

Since 2017

Accountant

Fady Sawaya s.a.l Beirut, Badaro

*Revise on daily basis statement of account for all suppliers and make reconciliation when needed.

*Control all yearly local and foreign suppliers agreements along with their EYB and payments and report results to CEO.

*Possess all reports on monthly basis and give feedback for concerned persons.

*Apply all financial policies and procedures requested by the company at all times.

*Receive all cash collection, handle petty cash, data entry and Prepare Bank reconciliation.

From 2011 to
2016

Supervisor

Eddésands Hotel & wellness resort Jbeil

2014 - 2016 worked as a supervisor

2012 - 2013 worked as a shift Leader

2011 - 2012 worked as a waiter

 Facebook

 LinkedIn