

Zainab Ali Zaiter



Objectives:

Seeking a responsible job to use my skills and experience in
The best possible way for achieving company's goals.

Birth Date	September 1993
Marital Status	Single
Nationality	Lebanese
Address	Lebanese University Road
Phone	00961 71618851
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Education:

Lebanese University, Beirut

Earned BA Degree in Political Sciences and Administrative Sciences
(Graduation Year: 2015)

Guide Institution For Accounting Training and Consulting
Professional Accounting Certificate,
Preparation of Balance Sheets and Final Accounts
(2018)

British Council
English Language Certificate

Commercial Excel Certificate
Quickbooks Certificate

Experience:

Accountant, Nahda Trading Co

- Analysis of financial operations
- Record Daily Operations
- Journal Entries
- Posting to ledger
- Preparation of Trial Balance

- Adjusting Entries
- Trial Balance (After Adjustment)
- Preparation of Balance Sheets and Final Accounts
- Closing Entries
- Prepare Bank, Accounts Receivables, Accounts Payables, Clients/Customers, Vendors, Sales, Purchases, Inventory, Cost of Goods Sold, Expenses, Revenues And Fixed Assets Accounts.
- Reconciliations
- Prepare Inventory Valuation Methods and Items Lists
- VAT / Withholding Taxes/ Taxes deducted at source
- Preparation of Payroll and NSSF
- In addition of whole accounting duties and responsibilities

(2017-2019) Two Years Work Experience

Skills:

Preparation of Balance Sheet and Final accounts

Accounting Excel Professional Certificate

Organizing and Office Management

Microsoft Office Programs

Administrative Duties

QuickBooks

Key Strengths:

Financial Management

Time Management

Responsible

Honesty