

sara mansour

Junior Accountant

Very Excited to Work and Learns really Fast.

Education

Bachelor Degree in Business Emphasis in Banking and Finance **Lebanese American University** Beirut / From September 2015 to December 2018

Baccalaureat Francais **Ecole Francaise Internationale de Riyad** KSA, Riyad / From September 2000 to July 2015

Work experience

Junior Accountant **Silkor Holding** Saifi / From April 2019 to July 2019

- Issued invoices, purchase orders for a diverse clientele and suppliers
base Insured Data entry, follow up on orders, receivables/payables
& LC deadlines for several companies Gained a thorough understanding of
financial statement including balance sheet, Profit Loss statement and
cash flow
Controlled salaries and NSSF tables Verified and positioned transactions to
journals, ledgers and other accounting records. Gained knowledge in
balancing
and reconciling general ledger accounts Achieved a thorough
understanding of
accounting functions including A/P and A/R Reviewed and approved
reports Sent
reports to clients Controle Tests

Assistant **Vitality** Ashrafieh / From August 2018 to November 2018

Skills

Analytical Skill

Understands a problem and tries to find a way to solve it in the most logical way

Team Work

Ability to work with Co-partners and divide and discuss work with them to facilitate work flow

f @profilename

in @username

@ @nickname

✉ mansoursarah1997@gmail.com

📍 adonis,

📅 Date of birth 06/10/1997

🏠 Lebanon

🚗 Personal vehicle

📞 +961 70 178 471

✈ Lebanon

Languages

Spanish

Arabic

French

English

Assets

Hard Working

Ability to Learn Fast

Travel

Dubai

Nepal

France

Interests

Sport or hobby

Other interests

Computer skills

Excel,Word,Powerpoint..



Oracle- MACC



Wizard

