Assaad Habib Farah

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Beirut, Lebanon

OBJ ECT IV E

My main objective is to be part of the Accounting department in a respectable and well reputable firm and to be an add value through my dedicated work and my passion to the accounting field.

EDUC AT IO N

**Bachelor’s degree in Business Administration,** La Sagesse University, Beirut, Lebanon

*2014-2018.*

**Lebanese Baccalaureate Degree (Social and Economics section),** Rosary High School, Metn, Lebanon *1998-2014*.

W ORK E XP ER IE NC E

**Merhej Consulting and Services Audit Office ,Jdeideh**, Lebanon

*November 2018 – February 2019*

**Junior Auditor (Trainee)**

 Basic Data Entry (Purchases and Sales Invoices and Expenses)

 NSSF and Tax on salaries computation and declaration (R5,R10…)

Income tax declaration

End of year stock count

 Daily banks reconciliation

 Assisting Senior Auditors while visiting clients

**Le Charcutier Aoun SAL,** Baabda, Lebanon

*July 2015 – Present*

**Cashiers Manager**

 Managing cashiers daily work

 Closing end of day cash

Daily cash reports to the management and head office

Updating staff attendance forms and records.

Handling all cash deposits to the bank.

 Receiving and managing costumers complains

Solving regular cash counters problems.

COMPUTER SKILLS

 Microsoft Office

 Outlook

Word

Excel

 Power Point

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PERSONAL SKILLS

I am a Hard worker person having good communication skills and the ability to work within a team and motivate it to achieve the best results.

LANGUAGES

**English:** Speaking, Writing and Understanding

**French:** Speaking, Writing and Understanding

**Arabic:** Speaking, Writing and Understanding