

MARWA SHARROUF

FINANCE ASSISTANT.

PERSONAL SUMMARY:

An enthusiastic finance assistant with drive,determination and experience of working in a busy finance department providing support to management accountants.

Prossessing excellent and data entry skills along with a comprehensive understanding of commercial adminstrative and accounting procedure.Having a proven ability to ensure that day by day work is carried out in the line that agreed policies and procrdure and quality standards.

Keen to find a challenging finance assistant position with an ampitious and exciting company where i will be able to continue to increase my work experience and develop my abilities.

WORK EXPERIENCES:

-Accounting assistant at WEHBE GROUP FOR TRADING.

Responsible for all the clients balances,credit and debit sequences,a position in managing in this organazition

through selling, ordering and buying according to specific knowledge.

-Store manager at WEHBE GROU FOR TRADING.

—Duties:

- **Control of authorization and payment of purchase invoices.**
- **General ledger maintenance ,purchase and sales ledger data entry.**
- **Developing strong working relationships with prospective new clients.**

KEYS SKILLS AND COMPETENCIES:

- **Experience of working to tight deadlines with limited resources.**
- **Highly organized,proactive,hardworking,focused and have attention to details.**
- **Experience in managing large quantities of data.**
- **Experience in programming for accounting : dolphin and sedra.**
- **Experience of working to targets.**
- **Organised and willing to accept responsibilities.**
- **Experience to communicate effectively with key decision makers.**

PERSONAL ATTRIBUTES:

- Self motivated and can act on own initiatives.
- Can quickly learn.
- Flexible with working hours.
- Adaptable and have a positive attitude towards change.
- Motivated,persuasive and goal orientated.

ACADEMIC QUALIFICATION:

Finance ; Lebanese University (2012-2015)

High School ; Tanoukhieh National School(2009-2012)

References : Available on request

PERSONAL DETAILS:

- Marwa Ahmad Sharrouf
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- Driving License : Yes
- Language : Arabic /English
- Nationality : Lebanese

