**Maha Dassoum**

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**Personal Information**

**Nationaly:** Lebanese. **Date of Birth:** 4/7/1992. **Gender:** Female. **Marital Status:** Single.

**Work Experience**

**Kurban Travel** Kantary, Lebanon

Senior Accountant April 2018 till November 2019

* Reconciles travel and non-travel suppliers’ statements of account.
* BSP reconciliation of tickets’ sales, refunds, ADMs and ACMs.
* Prepare airline sales report.
* Execute and control online credit card refunds to the clients.
* Invoicing and reconciling groups and wedding packages.
* Data entry of journal vouchers (expenses).
* Bank reconciliation.
* Make supplier payments (Payment vouchers, bank transfers “TO” and credit card payments).

Accountant December 2015 till March 2018

* Data entry of sales invoices, refunds and credit/debit notes.
* Prepare and analyze daily sales report.
* Prepare receipt vouchers (Cash, Checks, Credit Cards, Bank Transfers TI (In), Commissions and Incentives), and generate daily collection report.
* Reconciles travel and non-travel suppliers’ statements of account.

**Patriarchal College** Beirut, Lebanon

Math Teacher for Grade 1, Grade 2 and Grade 3 November 2014 to June 2015

* Prepared Math study material for the students including interactive learning, workbooks and group exercises.
* Planed, assessed and set homework.
* Monitored the performance of the pupils in class.
* Provided encouragement to students who need additional help.
* Handled parents’ concerns on daily basis.

**Wild Discovery – Saadé Group (Head Office)** Gemmayzé, Lebanon

Accountant, Cash Management October 2014 to November 2014

* Collected daily receipts from agencies.
* Made sure payments were allocated.
* Made sure collected Checks are void of any error.
* Checked the banks for incoming transfers and ensured corresponding receipts are issued.
* Made sure signed credit card slips are attached to the receipts.
* Performed daily bank transactions.
* Performed daily reconciliation of cash and Checks under collection.
* Maintained an accurate record of petty cash.
* Issued daily cash report.

Junior Accountant September 2014 to November 2014

* Filed journal vouchers, payment requests, payment vouchers and credit notes.
* Data entry of invoices, payments requests and financial transactions.
* Validation of payments after accomplishing them in cash or by check.
* Reconciled financial discrepancies by collecting and analyzing statements of account.

**I T S C - Information Technology Services Centre** 2009 to 2013 Beirut, Lebanon

Customer Service

* Answered customers' questions and provide information on devices.
* Interacted with customers by e-mail and face-to-face.
* Responded to telephone calls from customers.
* Followed up costumers' issues and deliver relating solutions.

Sales

* Sold IT products and peripherals.
* Prepared sales reports and write purchase orders.

**Training at the head office at Société Generale de Banque au Liban (SGBL)– Sin El Fil**: July and August (2012).

**Collection Department and Portfolio Department**

* Prepared the schedule of the loan payments for clients.
* Organized and collected the bills to be paid to the bank on daily basis.
* Transferred salaries to the clients’ accounts.

**Work Success Boot Camp (By Bank of Beirut and Amideast)** Beirut, Lebanon (2012) Five-day intensive workshop to develop the skills necessary to complete in today's competitive job market.

**I T S C - Information Technology Services Centre Dado’s Net**, Beirut, Lebanon 2007 to 2008

Cashier

* Gave receipts.
* Kept periodic balance sheets of amounts.
* Received payment by cash, check, credit cards or vouchers.
* Resolved customer complaints.

**Education**

**American University of Science and Technology (AUST)** Ashrafieh, Lebanon B.S. Finance (GPA: 3.66) February, 2014

**Patriarchal College** Beirut, Lebanon Lebanese Baccalaureate in General Sciences June, 2010

**Saint Joseph De L’Apparition** Beirut, Lebanon Brevet June, 2007

**Skills**

* **Languages:** Arabic native language. Fluent in English and French writing, reading and speaking. Beginner in Spanish.
* **Computing Skills:** Microsoft Office Applications (Power point, Word, Excel, Outlook), Photoshop, Peach Tree, and TRACCS.

**Activities and Interests**

Brisk walking, Jogging, Mountain Climbing, Astrology, League of Athletics, Reading and Traveling.