**Malak Mehdi**

Nationality: Lebanese

Phone number: 00 961-70-04 07 99

Email: malakmehdi2@hotmail.com

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| **Personal Information** |  |

* date of birth : 01 March 1987
* marital status: single

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| **Education** |  |

2008 – 2012: License gestion comptable et financier

 ***Institut Superieur des sciences appliqués et economiques*** Beirut, Lebanon

2003 – 2006: ***High School***  Al kossaibeh, Lebanon

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| **Experience** |  |

Jan. 2012-present: Accountant, ***Moussa Tohmaz Co.***, Beirut, Lebanon

 Duties and responsibilities:

* Payments, Cash, Bank Transactions
* Entry & Update of Invoices
* Prepare monthly account reconciliations (Banks, Clients & Suppliers)
* Monthly CNSS and quarterly taxes
* Fixed assets, depreciation & amortization
* Keep accounting practices and procedures up to date

March 2009-Dec. 2011: Data entry stock, ***Moussa Tohmaz Co.***, Beirut, Lebanon

Jan 2008-Fev. 2009: Sales, ***Zay3our PC***, Beirut, Lebanon

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| **Languages** |  |

* Arabic :spoken - written (native language)
* French :spoken - written

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| **Computer Skills** |  |

* Microsoft ( Word, Excel & Power Point)
* Frequent user of Internet tools

**LinkedIn Profile**: https://www.linkedin.com/comm/profile/view