**Rebecca Khoury**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date of Birth** | September 22, 1987 |  | **Address** | Three Doctors Street, Khairallah Bldg, Hikmeh, Ashrafieh, Beirut, Lebanon |
| **Nationality** | Lebanese |  | **Mobile** | +961 3 016244 |
| **Marital status** | Married |  | **Email** | rebecca.kh@hotmail.com |
|  |  |  |  |  |

 **OBJECTIVE**

My objective is to seek a successful career in a group offering a professional and challenging business environment, where I can contribute positively using my experience and my education.

 **PROFESSIONAL EXPERIENCE**

*2007 – Present* **INTEGRA Publishing & Marketing Solutions (AWI Group)**

Sin El Fil, Lebanon

 Position: ***Accountant***

 Personal experience: - Prepare and Process General Journal Entries

- Prepare Bank Reconciliations & Follow up on all bank accounts on daily and monthly basis.

 - Follow up on collection of A/C Receivables

 - Reconciliations and Follow up with Suppliers

 - Follow up on A/C Payables

 - Prepare Financial Reports (P&L, Cash Flow…)

 - Carry out proper reconciliations with sister companies

 - Cash Receipts Review

*2006 – 2008* **ROADSTER DINER Delivery**

Ashrafieh- Fassouh, Lebanon

 Position: ***Operator & Cashier***

 Personal experience: Handling guests orders

 Handling money flow

**EDUCATION**

*2007-2010* **Arab Open University (AOU),** Tayouneh

Business Administration

*2005-2006* **Lebanese University,** Fanar

Psychology

*2004-2005* **Laure Moghaizel Official High School,** Ashrafieh

BAC II (Sociology & Economics)

 **COMPUTER SKILLS &LANGUAGES**

*Languages* Fluent in Arabic, English & French

 IELTS OBS: 7

*Operating systems* Microsoft Office

**SPECIAL QUALIFICATIONS**

Planning and organizing skills

Presentable, fast learner, reliable, self-motivated, ambitious & dynamic

Leadership skills combined with good communication / teamwork techniques & problem solving / strategic thinking abilities .

Ability to work under pressure in an organized manner

 **INTERESTS & ACTIVITIES**

Traveling, Swimming

**REFERENCES**

References are available upon request