

# Loulou KHOURY

## CONTACT

---

**Address:**

Zahle (**Available to relocate**)  
Lebanon

**Phone:**

03-616074

**Email:**

[loulou.khoury@gmail.com](mailto:loulou.khoury@gmail.com)

## PERSONAL INFORMATIONS

---

**Status:**

Single

**Date of birth:**

23/04/1980

**Driving License:**

Private cars

## ADDITIONAL SKILLS

---

- Microsoft Office package:  
Microsoft Word, Excel,  
Access, Publisher,  
PowerPoint, One Note,  
Outlook
- Programming Skills: Microsoft  
Access
- Ability to work under stress
- Attention to details
- Proofreading
- Fast learner
- Ability to learn new skills and  
new languages
- Fast typist
- Team player
- Self learner
- Leadership skills
- Accomplished multitasker
- Fast reader

## PROFESSIONAL SUMMARY

---

Seeking a challenging position in the field of accountancy as an accountant within a reputed company, with opportunities for personal advancement, this will enable me to utilize my skills and expertise to the optimum level to facilitate career growth.

## WORK EXPERIENCE

---

**12/2018 - Present**

### **Salam LADC (Lebanese Association for Development and Communication)**

#### **Bekaa Lebanon**

#### **Finance Officer**

**Responsibilities:**

Handling the below tasks in a small NGO as listed:

- Collect Projects' needs, organize and passing them to the logistics officer,
- Tracking the progress in purchasing and all logistic tasks,
- Controlling the cash books and the bank accounts
- Collecting, checking, preparing and booking all the financial needed documents,
- Allocation of expenditures according to projects and donors,
- Tracking the budget for each activity and each donor
- Following the money transfer,
- Preparing the monthly report and all other requested reports as needed,
- Archiving and organizing the office's important documents
- HR related works such as: staff attendance, leaves, and stipends
- Follow up / tracking Salam contracts,
- Follow up / tracking of the warehouse,

**12/2010 – 09/2017**

### **SETS s.a.l.**

#### **Beirut Lebanon**

#### **Accountant**

**Responsibilities:**

Handling the below tasks of 7 sister companies (SETS sal, SETS fzco, SETS Offshore, SETS Qatar, SETS KSA, SETS Iraq and SETS Jordan) as listed:

## **LANGUAGES**

---

- Arabic – Native speaker
- English – Very good command
- French – Fair
- Esperanto - Basic

- Handling the collection of due invoices
- Journal entry
- Client follow up
- Responsible of the petty cash
- Allocation of client payments and bank deposits (cash and checks)
- Update the client advance payment
- Assisting in monthly and VAT closings
- Customer and suppliers reconciliation
- Issuing maintenance invoices
- Checking on daily basis shippers manifest (prices)
- Issuing credit/debit notes to clients when needed
- Allocation of charges on shipments
- Preparing courier (Aramex, DHL, Libanpost)
- Preparing of commission on sales
- Provisions, depreciation of assets, accrued income
- Allocation of travel expenses
- Bank transfers
- Payroll preparation in Sets Jordan
- Assisting in tax preparation for Sets Ksa, Sets Jordan, and Sets Fzco
- Filing

**2/2009 – 11/2010**

### **Ultra Technology**

#### **Jdeideh – Lebanon**

##### **Assistant to the manager**

Responsibilities:

Handling the below tasks of a small IT company as listed:

- Purchasing of all needed hardware and spare parts
- Invoicing
- Data entry
- Monitoring the warehouse on daily basis
- Preparing the tasks for technical department
- Customers service
- Preparing the bids and the quotations
- Filing

**9/2002 – 9/2008**

### **Insurance Brokerage Office**

#### **Zahle - Lebanon**

##### **Assistant to the manager**

Responsibilities:

Handling the below tasks of a small insurance brokerage office as listed:

- Sales of insurance policies
- Responsible of the accounting (receivables and payables)
- Preparation of sales commissions (office and sub producers)
- Data entry

- Issuance of policies (housemaids, cars, and travel)
- Handling of claims (cars and workmen's compensation)
- Filing

## **EDUCATION**

---

**1996 - 1999**

TS in Business Computer, Marj Institute of Technology, Marjeyoun  
South Lebanon

**1993 - 1996**

Lebanese Baccalaureate (Philosophy), Public Secondary School of  
Hasbaya, Hasbaya South Lebanon

## **REFERENCES**

---

References available on request