

Loulou KHOURY

CONTACT

Address:

Zahle (**Available to relocate**)
Lebanon

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03-616074

Email:

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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