Experience:

April 2014-Present Integrated Pharma Solutions SAL Holding Downtown, Beirut

 Accountant

♦ Reconcile the purchase orders, receptions & suppliers invoices ♦ Record all expenses to GL accounts by cost center & nature ♦ Record the suppliers credit notes ♦ Issue Sales Invoices ♦ Check & book payments received from customers & issue receipt vouchers ♦ Prepare the checks & bank transfers ♦ Perform bank reconciliation ♦ Keep the petty cash & record petty cash transactions ♦ Keep & record bad debts accruals ♦ Prepare monthly accruals ♦ Record monthly closing entries ♦ Reconcile vendors accounts on monthly basis ♦ Process employee expense reports for reimbursement as per internal policies ♦ Reconcile financial discrepancies by collecting and analyzing account information ♦ Filing all the journal vouchers ♦ Maintain financial security by following internal controls

Aug 2013-April 2014 JACTECO Mechanical Hamra, Beirut

 Junior Accountant & Purchasing Officer

♦ Prepared purchase orders & coordinated with suppliers for delivery & payment ♦ Prepared sales invoices & check receipts

♦ Processed invoices, followed up with vendors and resolved discrepancies in a timely manner ♦ Asked suppliers for periodic statement of accounts & maintained account reconciliation

 ♦ Managed the petty cash account

September 2012 Bank of Beirut & the Arab Countries Bakaata, Al-Shouf

 **Trainee**

♦ Provided administrative & office assistance as needed ♦ Assisted customer service employee in opening bank accounts ♦ Assisted customers & understood how deposits and withdrawals are handled

Education:

2017-Present Beirut Arab University Tareek Al Jadida, Beirut

 Master’s degree in Arabic Language & Literature

2013-2016 Lebanese University Unesco, Beirut

 BA degree in Arabic Language & Literature

♦ Studied on my own without attending classes ♦ Took courses as civilizations & literature at different ages, grammar & others

2009-2013 Notre Dame University-Louaize Deir El Kamar, Al-Shouf

 BA degree in Business Administration & Economics Emphasis Banking &Finance

♦ Cumulative GPA : 3.91/4.00 ♦ Financed 75% of tuition fees through scholarship

2006-2009 Batloun Official Secondary School Batloun, Al-Shouf

 Lebanese Bacculaureate Part 2 (Life Sciences) with high distinction

Awards:

-Valedictorian of the faculty for academic excellence - Francois Bassil Award -Ranked in the 8th place and received a recognition award and a monetary prize in a competition prepared by the Lebanese Women’s Rights Committee titled “Media Between Freedom and National Responsibility”

**Certificates:**

- Cerificate of completion

 **The Practical Workshop in VAT** Nada Khater,CPA

- Cerificate of training

 **The Strategic Use of Social Media** Naharashabab NGO & USAID

- Certificate of participation

 **Journalism Course** Annahar Academy

**Social Skills:**

- Organized a round table with Naharashabab organization discussing “Media & Social Media” - Headed Naharashabab Club at Notre Dame University-Shouf Campus, we participated in Open Doors and Founder’s Day activities

 **Personal Interests:**

-Writing articles and poems (published my work in Arabic literature in Naharashabab Supplement, NDU Spirit magazine, Halasour.com) -Blogging (<http://nourzahi.wordpress.com/>)

**References:** Available Upon Request