

NANCY ZREIK



Contact

Address:

Building 20, Street 405,
Marmema, Hboub, Lebanon

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Email:

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Languages

Arabic – Mother Language

English - Perfect

French – Very Good

Italian – Very Good

Summary

A travel enthusiast with a distinguished academic background, seeking a change in careers in pursuit of a job in which I can excel. 10 years of experience in accounting, IATA Candidate January 020, and excellent communication skills in multiple languages, as well as dynamic mastering of social media campaigns.

Skill Highlights & Competencies

- Strong verbal and written language skills
- Strong Organizational Skills and attention to details
- Motivated and fast learner
- Event planning and coordination (having planned my own destination wedding in Italy)
- Sound computer understanding
- Innovative
- Strong background in accounting
- Having visited 18 countries so far, relying on self-planned itineraries
- Efficient and multitasker

Experience

Accountant - 12/2009 to present

Robinsons SAL, Mastita

- Performs internal accounting of accounts payable, revenue accounts, expenditures, payroll, fixed assets, bank & cash, depreciation.
- Performs various reconciliations including supplier, client, bank, cash & other current assets, intercompany reconciliations
- Ensures all governmental reporting deadlines are met, including VAT, income tax, employee declarations & NSSF requirements.
- Compiles and analyzes financial information to prepare financial statements

Accountant - 04/2017 to 31/12/2018

Sugarmooch SARL, Mastita

Education

IATA certificate for travel agents candidate – 2020

American Language Learning Center - Jounieh

Bachelor of Business Studies: **Accounting** - 2009

Lebanese American University, Byblos Campus (Distinction list)

Diploma: **Life Sciences** - 2005

Central College Jounieh (Degree Good)

References

Mr. Badih Chemaly 79 110 515