

RITA CHOUCAIR

- LEBANESE
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EXPERIENCE

SWAN RE insurance and reinsurance brokerage

ACCOUNTANT

2023-present

- Manage all accounting transactions
- Reconcile accounts payable and receivable.
- Ensure timely bank payments.
- Audit financial transactions and documents

SKINTOC S.A.R.L

ACCOUNTANT

2022-2023

- MAINTAINING ACCOUNTS RECEIVABLE AND ACCOUNTS PAYABLE.
- PREPARING FINANCIAL REPORTS.
- POSTING AND PROCESSING JOURNAL ENTRIES TO ENSURE ALL BUSINESS TRANSACTIONS ARE RECORDED.
- ASSISTING WITH REVIEWING INCOME AND EXPENSES.
- PERFORMING PHYSICAL COUNT OF INVENTORY, AND RECONCILING ACTUAL STOCK COUNT TO COMPUTER-GENERATED REPORTS.
- HANDLING CASH.

VEER BOUTIQUE HOTEL AND RESORT

CASHIER

APR 2022-SEP2022

- MANAGE TRANSACTIONS WITH CUSTOMERS USING CASH REGISTERS
- RESOLVE CUSTOMER COMPLAINTS, GUIDE THEM AND PROVIDE RELEVANT INFORMATION

LEBANESE ARMY-OFFICERS CLUB

JUNIOR ACCOUNTANT

2020-2022

- RECORD NEW CLIENTS AND SUPPLIERS ACCOUNT DATA.
- MAINTAINING ACCOUNTS, DATABASES AND DAILY BILLINGS IN ORDER AND UP TO DATE

ASSISTANT HUMAN RESSOURCES

2018-2020

- WRITING REPORTS FOR MANAGERS
- MAINTAINING COMPUTER SYSTEM BY UPDATING AND ENTERING DATA
- PREPARING NEW EMPLOYEE FILES AND PARTICIPATING IN RECRUITMENT EFFORTS

K3 Corporation S.A.R.L

CASHIER AND RECEPTIONIST

2015-2018

- SETTLE CUSTOMER DISPUTES IN A PROFESSIONAL AND PLEASANT MANNER
- COLLECTING PAYMENTS WHETHER IN CASH, CREDIT OR CHECK

EDUCATION

Book Keeper Accounting Academy Hadat,Lebanon

- COURSE IN TAXES-NSSF-VAT, *FEB-2022*
- COURSE IN LETTER OF CREDIT *FEB-2022*

Lebanese Canadian University Aintoura,Lebanon

- BUSINESS ADMINISTRATION ACCOUNTING AND AUDITING *2014-2018*

SKILLS

TECHNICAL: PIMS, MICROSOFT OFFICE, MICROSOFT EXCEL, MICROSOFT WORD.

LANGUAGES: FRENCH, ENGLISH, ARABIC

