

# RITA CHOUCAIR

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- 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,
- COURSE IN LETTER OF CREDIT

*FEB-2022*

*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

