

Curriculum Vitae

VIVIANE AZAR CHARLES

02/02/1968

Married

Mansourieh

Badran street

Mobile:03-540624

Education: BT3 Science Commerciale at Immacule Conception

**Experience: Accountant (Assistant Account Manager) at Moussallem Group
(Accounting department) from 01 July 1993 till 15 November 2018**

- **Preparing financial documents such as invoices, bills and accounts payable and receivable.**
- **Enter all journal entries into the accounting software.**
- **Prepares and records asset, liability, revenue, and expenses entries by compiling and analyzing account information.**
- **Completing purchase order, verifying stock.**
- **Managing payroll, salaries.**
- **Assist in VAT and NSSF preparation.**
- **Completing bank, customers and suppliers reconciliations.**
- **Verifying bank deposits, online banking transfer.**
- **Managing day to day transactions.**
- **Verifying balances in account books.**
- **Reporting on debtors & creditors.**
- **Posting daily receipts.**
- **Sorting financial documents and posting them to the proper accounts.**
- **Preparing budget, records and statements, balance sheet and p&l.**
- **Maintain and reconcile petty cash fund.**

Languages: Arabic: Very good - French: good – English: good.

skills: word , excel, dolphin, dynamic, work under pressure, self motivated, organizational, leadership, teamwork, positive attitude.

N.B.: Available upon request.

