**ZEINA**

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**Personal Profile**

A competent, highly motivated, reliable and dependable; a problem solver with the ability to adapt well to new situations and to work as an effective team member. Seeking a senior Accounting position where enthusiasm, skill and experience can be put to good use in an environment where research produces solid end results.

**Skills**

Creative, active individual with a proven ability to manage multiple tasks, fast learner, motivated and proactive, excellent communicator and team worker, ability to work under pressure with minimal supervision, very organized and systematic in planning and executing projects; Seeking a position whereby my personal & technical skills can be applied & developed, backed up with superior communication, computer & presentation. Have intensive experience in handling sensitive customer needs & emergency cases.

**Career History**

## The Center of Waste ManagementTadweer - Cubic Art Pixel Co. (CAP) Abu Dhabi – U.A.E

February 2015 –Present

### Customer Service Fees Adjuster

* Identify specific fees to pursue for individual customers or other companies, according to number of employees.
* Monitor large firms and block the accounts in case of Reduction or Lag Payment on Economic Development System to control/reduce indebtedness.
* Record fees due to renewed amount application and for follow-up action.
* Review, analyze, and adjust customer fees in accordance with for each customer according to DED Data Report (Department of Economic Development) and CWM Data Report (Central Waste Management).
* Review and process payment in accordance with the establishment and expiry date for each license.
* Ensure daily reminder fee notes and letters reports are run and issue due reminders where appropriate.
* Payments processing and identify case, cash off sum paid.
* Regularly handles private and proprietary information strict confidentiality and protecting from unauthorized disclosure.
* Keep Mandatory Reporting current and correct any errors found.
* Correct any errors received and audit new claims for accuracy of information and timeliness.
* Carry out fee adjustments/reductions when requested by clerks and practice managers.

## Food & Drug Corporation SAL (FDC) Beirut – Lebanon

January 2011 – June 2014

### Credit (Account Receivable) – Credit Department

**Performed the following accounting points in Oracle:**

1-Receiving new clients’ applications & create sites on the systemand proceed according to the company policies

2- Process daily customers’ orders with doing over credit limit for FMCG & Pharmacies and process all receipts related to the collected collection from cash money & checks

3-Project member in finance for update oracle; Define and implementing the policies/processes for Oracle Applications and reports based on best practices

4- Reconciles amounts received from clients and deposits in banks

5- Assist in generating necessary reports from oracle on daily basis: Client Statement of Accounts, List of Receipts, List of Credit Notes, Customer Over Credit Limit, etc…

6- Reconciles amounts received from OT (Organize Trade); undertakes other assignments as instructed by supervisor and related to the job tasks

7- Performed and prepared files on daily basis

8-Review the credit transactions under policies & procedures expectations

9- Generated and analyzed month-end financial reports; Monthly Closing Reports include: checking credit notes, checking receipts entered and check A/R standards posting on GL date

10- Process cash van transfers & invoicing

### Professional strengths:

* Demonstrated the ability to learn new organizational processes, workflows, policies and procedures with minimal ramp-up time.
* Ensure all security, charge and source documents are received in original along with checklist duly signed by documentation officer.
* Record movement of security file.
* Safekeeping of security documents, in appropriate order, in a file for each collection.
* Generating Reports on monthly basis related to expired.
* Maintain proper record on settled facility documents.
* Possess excellent monitoring and supervisory skills.
* Excellent administrative and organizational skills.
* Highly initiative to manage a busy workload.

## Samsung Company Beirut- Lebanon

June 2010 – July 2010

### Accountant – Accounting Department

1- Journalizing (Entering business transactions into the general journal)

2- Posting (Transferring entries from the journal to the ledger accounts)

3- Controlling (Checking the data entry with the output of the information system)

4- Preparing the trial balance (of GL accounts balances at a particular date)

5- Preparing financial statements (Balance sheet, Profits& Losses statements, Cash flow, etc...)

## Trad Hospital Medical Center Beirut- Lebanon

January 2009 – May 2010

### Pharmacy clerk and Supervisor of Laundry & Kitchen Department

1-Process Invoices & Bills for the pharmacy, kitchen and laundry

2-Manage the purchasing of kitchen & laundry

3-Responsible of the Kitchen & Laundry team (organize schedule, work on linen & laundry policy, healthcare laundry accreditation, etc…)

4-Record drugs delivered to the pharmacy, store incoming merchandise, and inform the supervisor of stock needs.

## Training in BBAC Bank Beirut- Lebanon

Summer 2007

### Trainee

1- The types of accounts and the ledger of each one ( saving account personal or companies, current account ,checks account so on …) and how to open an accounts (New pass book with applied in the computer all steps of this operation )

2- Deposits and withdrawals.

3- All types of bills regular or special program, loans.

4- The types of checks (checks under collection, returned checks under collection, saving checks, withdrawal checks so on….)

5- L/C & L/G remittance

#### Education

## Beirut Arab University Beirut- Lebanon

2004 – 2008 [www.bau.edu.lb](http://www.bau.edu.lb)

Bachelor in Business Administration 01-300110

**Majoring in Public Finance & Banking**

Key Courses attended:

* Accounting for Financial Institution
* Tax Accounting
* Financial Institution Control
* Financial Markets
* Money & Banking.

## Choueifat Official Secondary School Choueifat- Lebanon

2004 Lebanese Baccalaureate / Sociology and Economics

#### Personal Details

Date of birth : 02January 1985

Nationality : Lebanese Interests : Shopping and Sports

Languages : Good English & French Communication skills, Arabic-Mother tongue Competent in using : Microsoft office; Internet Explorer References : Available on request