




# Lea Hazoury

## Profile

### Personal Information:

 leahazoury1992@gmail.com

 00 971 52 642 3200

 UAE, Dubai, Barsha

I am a person who knows how to get adjusted to the surroundings easily. I believe in learning while working and hence my long-term career objective to become a member of core team in a good organization. I like to take my skills and abilities to grow professionally while being resourceful, innovative, and flexible.

## Experiences

### Computer Skills:

- Microsoft Office Tools
- Accounting Software: PIMS, Bee
- Insurance Software : Oracle , MIS

### Strengths:

- Communication: Ability to communicate effectively for achieving desired results.
- Diligent: Hard work and attentive towards my work.
- Empathetic: Ability to look at things from other's point of view.

### Languages:

Arabic: Native

English: Fluent

French: Fluent

#### Accountant / Ets Daye Audit firm.

*Badaro*

2021- Present

-Examining financial statements to ensure that they are accurate and complying with laws and regulations.

-Computing taxes owed, preparing tax returns, and ensuring that taxes are paid properly and on time.

-Inspecting account books and accounting systems for efficiency and using of accepted accounting procedures.

-Organizing and maintaining financial records.

-Assessing financial operations and making best-practices recommendations to management.

-Suggesting ways to reduce costs, enhancing revenues, and improving profits.

#### Accountant / Societe Farja SARL for woodwork and contracting.

*Sin El Fil*

2018-2020

-Recording various accounting entries: charges. Cash & check deposits, salaries payment, bank interests, invoicing and issuing receipts.

-Preparing VAT for the chief accountant's final review and approval.

-Preparing financial reports monthly.

-Ensuring all subscription receipts that have been recorded correctly in our accounting system.

## Hobbies

- Yoga
- Swimming

## Experiences

### **Sales Indoor & Outdoor / Fidelity Insurance and reinsurance.**

*Sin El Fil*

2016- 2018

- Assessing client insurance needs.
- Attracting new clients.
- Developing customized insurance plans.
- Amending existing policies.
- Advising clients on how they can fill claims.
- Managing, staffing, and selling policies for fidelity insurance.

### **Sales Indoor (Internship) / Fidelity Insurance and reinsurance**

*Hamra*

January 2016-February 2016

- Undertook a rotation in all company departments to acquire a general knowledge on the overall insurance industry.

### **Accountant (Internship) / Tabet Enterprise**

*Baabda*

June 2015-September2015

- Assisting to the preparation of financial statements.
- Analyzing and reconciling bank statements and general ledgers.
- Entering data.
- Assisting to payroll.
- Performing account payable.

### **Sales Indoor / ABC Store**

*Achrafieh*

2011-2012

- Learning how to sell and convince customers to buy the product.

## Education

- Bachelor's in Business Management / Saint Joseph University  
*Achrafieh* 2011-2015
- Lebanese Baccalaureate in Economics and Sociology / College Elysee  
*Hazmieh* 2010

## References

Available upon request.