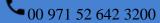


## **Personal Information:**





UAE, Dubai, Barsha

### **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

# Lea Hazoury

### **Profile**

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

#### 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-September 2015

- -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

# References

Available upon request.