

Name:	Julie M. Ayoub	Address:	New Rawda
Date of Birth:	25/03/1991	Mobile number:	+961 71372539
Nationality:	Lebanese	E-mail:	julieayoub@live.com
Marital Status:	Single		

WORK EXPERIENCE:

- | | | |
|------------------------|---|-------------------------------------|
| July 2015 – present | <u>BFL group sal, Jnah, Lebanon</u> | <u>Position:</u> Accounting Manager |
| | <ul style="list-style-type: none"> - Managing and overseeing the daily operations of the accounting department - Establishing and enforcing proper accounting methods, policies and principles - Supervising, tracking and evaluating day-to-day activities including: <ul style="list-style-type: none"> • month and end-year process • accounts payable/receivable • cash receipts • General ledger • Utilities - Coordinating with the external auditor to complete and prepare Social Security, Tax on salaries, VAT and Tax on profit declarations - Improving systems and procedures and initiate corrective actions - Assisting our Main offices in Dubai to prepare cash flow and budgeting by providing them with expected expenses and cash inflows and outflows - Preparing Stock reports and P&L statement - Communicating with our bank and following up on the execution of all confirmed transactions - Assisting the lawyer to open new companies by following up with our Shareholders, banks and preparing needed proxies and documents (noting that I helped to open 4 companies since 2015 till present) | |
| March 2014 – June 2015 | <u>Sfeir and associates, Dbaye, Lebanon</u> | <u>Position:</u> Junior Accountant |
| | <ul style="list-style-type: none"> - Posting and processing journal entries to ensure all business transactions are recorded - Performing reconciliations - Maintaining transparency for the company's finances - Assisting the auditor with reviewing of expenses - Assisting the Auditor in the processing of balance sheets, income statements and other financial statements | |

Summer 2009 – October 2016	<u>Mont La Salle Club, Aïn Saadé, Lebanon</u>	<u>Position : Office Administrator</u>
	- Manage agendas/appointments etc. for the upper management - Manage phone calls and correspondence - Create and update records and databases with personnel, financial and other data - Submit timely reports and prepare presentations/proposals as assigned - Assist colleagues whenever necessary - Filing	
September 2012	<u>Georges Kozma, Certified Public Accountant, Jdeideh, Lebanon</u>	Training
Summer 2009	<u>Lebanese DanceSport Federation, Mont La Salle, Aïn Saadé, Lebanon</u>	Secretary
	- Manage the daily/weekly/monthly agenda and arrange new meetings and appointments - Prepare and disseminate correspondence, memos and forms - Support and facilitate the completion of regular reports	

EDUCATION:

2019 – 2020	<u>Move Forward International, Sin El Fil, Lebanon</u> (Passed CMA part 1 – April 2020 / Studying for CMA part 2)
2013 - 2016	<u>Lebanese University, ‘FSEG II’, Achrafieh, Lebanon</u> Masters in Audit (Courses)
2010 - 2013	<u>Lebanese University, ‘FSEG II’, Achrafieh, Lebanon</u> Bachelor Degree in Audit
2006 - 2010	<u>Public High School for Girls, Jdeideh, Lebanon</u> Baccalaureate Part II Economy and Sociology
2006	<u>Collège des Sœurs du Rosaire, Burj Hammoud, Lebanon</u> Brevet

SKILLS:

Languages: Arabic, French and English (read, written, spoken)

Software: Dolphin

BACKGROUND:

2008 Injaz Certificate

2006 ‘Échanges Internationaux’ Certificate

REFERENCES:

Mr. Jihad SALAMEH,
President of the Mont La Salle Club,
Mont La Salle Club, Aïn Saadé, Lebanon
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