



CONTACT



4th floor, Ahwaji &
Chamoun Bldg, Hadath
Babda, Lebanon



71 429 945



Mario_el_jed@hotmail.com

EXPERTISE

MS Word



SAP System



ORACLE System



Skills

- ✓ Cooperative in-group work and hard worker. Learn new procedures quickly, attentive to details and reliable.
- ✓ Excellent communication skills, Able to multitask with accuracy. Excellent attention to detail

EDUCATION

- **Bachelor of Science in Business Administration - Accounting and Audit at Lebanese University, Hadath Campus** • 2013 – 2017
- **Obtaining the baccalaureate of Sociology and Economy at College de la Sagesse Saint Jean Maron, Ain El Remmaneh** • 2013

Professional Summary

Talented accounting expert with high-level knowledge of financial reporting systems. Hard working graduate with a Bachelor's degree in Audit and Accounting. Equipped, through hands-on experience, with technical accounting skills. Brings skills of analysing documents, accounts, and transactions, managing financial reporting. A proactive problem-solver and determined achiever who is looking for an opportunity to prove himself.

Mario EL JED

WORK EXPERIENCE

- **Accountant – Cumberland Insurance and Reinsurance Company**
3th floor, Dbayeh, Lebanon • August 2018 – Present
 - Presenting reports, budgets, business plans, commentaries and financial statements.
 - Reconcile financial discrepancies by collecting and analysing account information.
 - Prepare asset, liability and capital account entries by compiling and analyzing account information.
- **Financial Reporting and Accounting – Novartis Pharma Services**
8th floor, Fattal bldg, Sin El Fil • February 2018 to August 2018
 - Invoice resolution for price and quantity deviations and follow-ups including debit balances. Payments run processing, Invoice Receipt, month-end-closing.
 - PO and non-PO invoice, Credit Notes, and Down Payment processing.
 - Manage balance sheet reconciliations of allocates accounts and ensure timely resolution and clean-up of overdue items identified. Verified data integrity and accuracy.
- **Accountant - Angel Taxi**
Machrou3 el room, hadath • November 2017 to February 2018
 - Communicated with customers to identify and resolve outstanding payments.
 - Entered numerical data into databases in a timely and accurate manner.
 - Summarize current financial status by collecting information, preparing balance sheet, profit and loss statement and other reports
- **Manager, Shift Leader - @Man2ouch Restaurant**
Adib Chidiac Street, Hadath, Baabda District • May 2014 to March 2018
 - Resolved all customer complaints in a professional manner while prioritizing customer satisfaction.
 - Fostered a positive work environment by consistently treating all employees and customers with respect and consideration.
 - Answered product questions with up-to-date knowledge of sales and promotions.

REFERENCES

Available on request.