

Elia Khoury

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EDUCATION

Lebanese University, Lebanon **2018-2019**
Masters in Auditing and Accounting. (In progress)

Lebanese University, Lebanon **2017-2018**
Bachelor of Auditing and Accounting.

Relevant Coursework: Audit Procedures & Internal Audit, Special Accounting- banks, Corporate & Cost Accounting, Financial Markets, Management & Analysis.

Antonine Sister's School, Zahle, Lebanon **2014-2015**
Lebanese Baccalaureate II, Sociology and Economics.

PROFESSIONAL EXPERIENCE

Accountant at 7 management (F&B compmany) **19 August - Present**

Accountant at Silkor holding **04 March- 27 july**

- Issued invoices, purchase orders for a diverse clientele and suppliers base
- Insured data entry, follow up on Orders, receivables/payables & LC deadlines for several companies
 - Accruals and prepaid (rents and loans)
 - General accountant of UAE and GCC branches
 - Banks and suppliers reconciliation

Accountant and Audit at Moawad and associates **June-Nov2018**

- Issued invoices, purchase orders for a diverse clientele and suppliers base
- Insured data entry, follow up on Orders, receivables/payables & LC deadlines for several companies
- Gained a thorough understanding of financial statements including balance sheet, Profit Loss statement and Cash flow
- Controlled Salaries & NSSF tables
- Verified and positioned transactions to journals, ledgers and other accounting records
- Gained knowledge in balancing and reconciling general ledger accounts
- Achieved a thorough understanding of accounting functions including A/P and A/R
- Reviewed and approved reports

-Sent reports to clients

- Gave feedback to shoppers
- Controle tests

Training at BDL

Sep 2017

- Bank accounting
- Money laundering
- Different jobs at different bank departments

MANAGER AT A FAMILY SHOP

2015-2017

EXTRACURRICULAR ACTIVITIES

Vice President Of student Council-Lebanese University

2017-2018

- Provided the required academic assistance for all students
- Improved the overall quality of life for students inside the faculty
- Launched and managed new concepts and events both inside and outside the campus
- Mentored qualified peers thus boosting leadership competences and teamwork skills
- Developed powerful and efficient communication skills as a result of interacting with large numbers of both students and employees/Professors.

Scout- Lebanese scout of zahle

2013-2016

DEL F B2 – INSTITUTE FRANCAIS

2015

Appreciation Certificate from Minister of Education

2010

Language Skills Fluent in Arabic, English and French

Computer Skills Proficient user of Microsoft Office Suite, Datacom & SAP, Brains and Statcom(accounting system)