NAZIH ALJOMAA

Address: Zahle, Lebanon | **Email**: nazihaljomaa55@gmail.com | **Phone**: +96171190938 | Lebanese

Summary:

Junior accountant with 2 years of experience, characterized by fast learning abilities, high level of accuracy & attention to detail, and on-time task completion.

SKILLS

- **Accounting:** Accounting Principles | Financial Reporting | Bank Reconciliations | Accounts Payable/Receivable | Tax Preparation | Payroll Processing | Accounting Principles (GAAP, IFRS) | General Ledger| Journal Entry Processing | Financial Statements (Balance Sheet, Income Statement, Cash Flow Statement) | Accounting Software | **MS Office:** Word, Excel, PowerPoint
- **Languages:** Arabic and English

EDUCATION

Bachelors of Science in Business Management, Lebanese International University, Lebanon | 2023

- GPA: 3.22/4

WORK EXPERIENCE

Junior Accountant, Fomaco Company, *Zahle, Lebanon* | June 2022 – June 2024

- Maintained a high level of accuracy (98%) when performing general accounting tasks such as:
    - Processing accounts payable and receivable transactions (invoices, payments, receipts).
    - Preparing and posting journal entries on a daily basis to maintain the general ledger.
    - Reconciling bank statements and assisting with month-end closing procedures.
- Independently prepared payroll for 40 employees manually using Microsoft Excel calculating gross pay, deductions, bonuses, overtime, in accordance with tax regulations.
- Learned and assisted with the preparation of financial statements (balance sheet, income statement, cash flow statement), demonstrating fast learning abilities.

CERTIFICATIONS

- **Project Management Training**, Learn Mathematics Ingeniously | 2024
- **Communication Skills Training,** Learn Mathematics Ingeniously | 2024
- **Data Analysis**, Learn Mathematics Ingeniously | 2024
- **Senior Accountant Course,** Practical Training Academy | 2023
- **Junior Accountant Course,** Practical Training Academy | 2023
- **Chief Accountant Course,** Practical Training Academy | 2023