

# ACCOUNTANT

Intissar  
CHOULEGUE  
JLT, Cluster Q, DUBAI

32 Years old, Licence B  
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## SKILLS ACCOUNTING

- ❖ Accounting entry, invoices payment
- ❖ tax and social declarations
- ❖ bank reconciliation
- ❖ cost accounting
- ❖ payroll establishment
- ❖ customer recovery, payment provider
- ❖ Billing, cashing

## LEGAL EXPERTISE

- ❖ Writing of acts
- ❖ Compagny creation

## TRAINING

2006-2008 BTS Accounting and Management of organisations, PARIS

2005-2006 LLCE, English speciality, PARIS

2004-2005 LEA English/Germany speciality, PARIS

2003-2004 Baccalaureate Science and technology, PARIS

## ADDITIONAL INFORMATION

### LANGUAGES

- ❖ French, Arabic, English

### Computing

- ❖ MICROSOFT OFFICE
- ❖ Ciel Accounting, Sage, Coala, EBP Pro, SAP, Adacco, Opera

### Hobbies

- ❖ Walking, swimming, traveling

## Professional EXPERIENCES

**June 2015 to Feb.2017**

**Payable/Receivable Accountant** at LE MERIDIEN BEACH PLAZA, Monaco

**March to April 2015**

**Payable Accountant** at CONTI, Monaco

**Feb. 2012 to May 2014 & Oct.2014 to Jan. 2015**

**Accountant** at ATELCOM, Monaco

In charge of all accounting, trade management and products sales.

**January 2012**

**Accountant** at PROGEDI Beausoleil, France

**September 2010**

**Accountant** at SUD ANTENNE , Nice, FRANCE

**Feb. 2009 to March 2010**

**Accountant** at SKYNET, Nice, France

Accounting Firm

- ❖ Customers portfolio management

**Sept. 2008 to January 2009**

Babysitting, Nice, France

**September 2008**

Hostess at MONACO YACHT SHOW, Monaco

**Sept. 2006 to June 2008**

**Assisitant Accountant** at Isore&associés, PARIS

- ❖ Professionnal training contract