

GRACE AWWAD GEAGEA

Phone number: (+961) 70744 427

Email: Gracee.aww.1992@gmail.com

Profile:

- Accountant with experience in accounting, management and tutoring
- Enthusiastic, motivated and hard working

Education:

2015 – 2017: American University of Technology – Faculty of Business

B.Sc. in Accounting

Senior Project: “Express International” administrative study and financial analyses about the companies

2011 – 2014: Institute Technical Orthodox

TS3 Accounting (Official Certificate)

2009 – 2010: Miniara Official School

Economic Science

Work experience:

- 2017/2 – 2016/2: American University of Technology
Accountant:
 - ✓ Provided financial information to management
 - ✓ Researched and analyzed accounting data
 - ✓ Prepared reports and financial services for clients
- 2015/9 – 2015/11: Pro-Build Developers
Accountant:
 - ✓ Prepares asset, liability, and capital account entries by compiling and analyzing account information.
 - ✓ Documents financial transactions by entering account information.
- 2015/3 – 2015/9: American University of Technology
Project manager
 - ✓ Created teams to work on websites planning and designing
 - ✓ Problem solving
 - ✓ make sure projects are done before deadline
- 2010 – 2014: Private Tutoring for Different Grade

Training:

- 2016/4 – 2016/7 : Completed a course on ‘Adam’ Accounting system – American University of Technology
 - ✓ Purchase orders
 - ✓ Discounts
 - ✓ Invoicing