

# Nazih El Kaakour

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## Summary

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Accounting graduate passionate about using my knowledge of financial accounting principles, tax laws and regulations, and analytical problem-solving skills to contribute to the success of an organization. I am excited to pursue an entry-level role in the field of accounting, auditing, or tax, where I can learn and grow while making a positive impact.

## PROFESSIONAL EXPERIENCE

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### Internship, Arab Finance House (Internal Audit),

June-July 2023

- Checking cash balances two times per week (cash count).
- Reconciliation of statement for clients.
- Checking provisions amounts and expenses.
- Recording transactions for customer withdraw and auditing them.
- Auditing suspense account and report to the manager.
- Experienced in analyzing BDL circulars.
- Checking payments terms.

### Internship, Central Bank of Lebanon (Banque Du Liban),

9-29 July 2022

- Gained hands on experience in various department functions Term Loans, Credit Services, Risk Management, Foreign Exchange (FX), Money Market, Stock Market, Cash Management Services.

### Part-time Accountant - Hoda Company, Lebanon

Jan 2021- Ongoing

- Assisted with month-end and year-end closings, ensuring accurate financial reporting and compliance with accounting standards and regulations.
- Supported with tax preparation and filing, including tax declaration of the individual , and corporate income tax returns, End of service forms.
- Assisted with bank reconciliations and identified discrepancies to maintain the accuracy of financial records.
- Participated in the preparation of financial statements, including balance sheets, income statements, and cash flow statements.

### Private Tutor, Lebanon 2019 - 2020

- Provided personalized, one-on-one instruction specialized in economic and sociology to students.
- Assisted students with homework, test preparation, and study skills development, helping them achieve academic success.

## Volunteer Experience

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### Lebanese Red Cross – Baassir Chouf

2020-2022

First aid course. Provided disaster relief support, assisted with blood drives, and participated in community outreach programs. I worked alongside a diverse team of volunteers, utilizing my strong communication and teamwork skills to ensure efficient and effective operations

## Education

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### Beirut Arab University, Lebanon

Sep 2020-May 2023

Bachelor of Business Administration Major: Accounting GPA 3.7

Lebanese Baccalaureate, Economics and Sociology Section

Sep 2019-July 2020

## Certifications and courses

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Finance for Non-Financial Managers Course – Emory University  
Internet and computing core certificate (IC3)

May 2022  
Aug 2021

## Languages

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Arabic (native); French (Fluent) ; English (Fluent)