



# Manal Abiorm

E-mail : manal\_abiorm2011@hotmail.com Phone : 79173893  
Address: Chouifat- Lebanon

## Work experience

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### Paradise Company

2004 — 2006

Accountant / Lead Accounts Payable & Receivable

- Filed tax returns and prepared governmental reports in compliance with strict standards.
- Analyzed monthly balance sheet accounts for corporate reporting.
- Cooperated with engineering, manufacturing and corporate accounting to verify that quality standards were met.
- Optimized and managed research and development spending through collaboration with key business leaders.
- Generated financial statements and facilitated account closing procedures each month.
- Compiled general ledger entries on a short schedule with nearly 100% accuracy.
- Analyzed and researched reporting issues to improve accounting operations procedures.
- Trained 5 new employees on accounting principles and company procedures.
- Suggested budgetary changes to increase company profits.

### La cite School

2004 — 2006

Full-Time Mathematics Teacher

Created an interactive classroom atmosphere to maintain student interest and facilitate learning. Created engaging and dynamic lessons with an emphasis on improving students' written and verbal communication skills. Identified areas of weakness with individual students and tailored lessons accordingly. Coordinated with the Dean of Students to address discipline issues. Established clear objectives for all lessons, units and projects. Adapted teaching methods and materials to meet students' varying needs. Encouraged students to persevere with challenging tasks. Employed a broad range of instructional techniques to retain student interest and maximize learning. Taught students to utilize problem solving methodology and techniques during tests.

### Ministry of Reform Lebanon

2007 — 2011

Technical Support Representative/ Technical Support

- Followed up with clients to ensure optimal customer satisfaction.
- Conducted research to address customer concerns.
- Activated accounts for clients interested in new services.
- Installed software, modified and repaired hardware and resolved technical issues.
- Provided base level IT support to non-technical personnel within the business.
- Managed call flow and responded to technical support needs of customers.
- Demonstrated professionalism and courtesy with customers at all times.
- Identified and solved technical issues with a variety of diagnostic tools.

### Ministry of Social Affairs

2011 — present

Director Of Case Management And Social Services

- Main duties performed: Administrative Assistant and an active Social Worker – worked with NGOs like WAR CHILD Holland- INTERSOS- World Vision- Makhzoumy -Which mainly deal with educating the Syrians)

- Supplied crisis intervention and substance abuse services to patients in the community.
- Interviewed and evaluated clients, including conducting safety and risk assessments.
- Offered therapeutic services and crises intervention to emotionally disturbed children and adolescents.
- Referred clients to social services agencies.
- Assessed clients for abuse and neglect and compiled documentation for court reports.
- Helped each patient understand his or her illness and the contributing personal, social and economic factors.

## Professional Summary

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Trustworthy Accountant with over 3 years in financial statement preparation and general ledger activity. Seasoned Child Protection Manager a track record of dependability and a reputation for integrity. Desires a challenging role as a Child Protection Manager . Resourceful Accounting Professional excelling at designing efficient quality control procedures and maintaining sound internal controls. Highly analytical, results-driven tax accounting specialist who works quickly and accurately under tight deadlines. Extensive knowledge of software programs. Team-oriented Accountant adept at creating clear and comprehensive financial reports to present to senior management. Enjoys being part of a dynamic team. Ambitious and self-motivated Tax Accountant with exceptional research and qualitative abilities. Fiscal budgeting and forecasting expert. Capable Accountant successful at managing multiple projects and consistently meeting deadlines under pressure. Extensive knowledge of accounting software and processes.

## Education

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**BS in Business Administration** 1998 — 2002  
 Lebanese University, Hadath Campus

**Project Management** jan 2008 — may 2008  
 New Horizon

**Managing a Project** jan 2009 — march 2009  
 new horizon

## References

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References available upon request.

## Skills

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- Certified Public Accountant (CPA)
- Fiscal budgeting knowledge
- Accounting operations professional
- Tax accounting specialization
- ERP (Enterprise Resource Planning) software
- Hyperion Financial Management specialist
- Invoice coding familiarity
- QuickBooks expert
- Financial modeling capability
- Budget analysis
- Cash flow analysis
- Hyperion Financial Management specialist
- Invoice coding familiarity
- Intuit QuickBooks specialist
- Strong communication skills

- Superior attention to detail
- Data trending knowledge
- Expert in GAAP and statutory reporting
- Account reconciliation specialist
- Advanced bookkeeping skills
- Self-motivated professional
- MS Office Suite