**Curriculum Vitae L**ebanon Address : Burj Abi-Haidar

Cell Phone : +961.3.599845

E-mail: oumayma\_alji@hotmail.com

**Oumayma Mohamad Saadi Alji**

**SUMMARY**

* Profile : Lebanese, Female, Single
* Place & Date of Birth : Beirut, 17th January 1976
* Objective : To Secure a position in which I can utilize my education & expertise

in accounting & administration.

**WORK EXPERIENCE**

Dec. 2013 – Aug.2014 **AL HAMRA FOR TRAVEL & TOURISM s.a.l Beirut, Lebanon**

*General Accountant*

-Responsible for the daily accounting transactions.

*Tour Operator*.

Mar. 2005 – Feb. 2014 **AYA LAB** (Medical laboratories) **Beirut, Lebanon**

*Accountant and Administrative Assistant*

Handling all accounting and administrative matters. Activities cover:

* Overall treasury transactions
* Reviewing all petty cash and other Expenses transactions
* Recording all financial transactions related to suppliers, clients, purchases and debit notes (PO-PA-DP-DR)
* Prepare the necessary documents related to suppliers and clients debit notes and follow up its collection
* Suppliers and customers statement reconciliation
* Banks reconciliation
* Holding of accounts & EDP daily entries
* Attendance and vacations schedules
* Payroll review and preparation
* Offers preparation and fixing price structures
* General management assistance

Jan. 2011 - Apr. 2011 **JADAWEL s.a.r.l Beirut, Lebanon**

*General Accountant*

Responsible for the daily accounting transactions

1994 - 1999 **M.S.A. Establishment** (wear and home linen retail and wholesale) **Beirut, Lebanon**

*General Administration*

Activities cover:

* Personnel supervision: 4 indoor sales
* Handling all suppliers and customers transactions

- Sales and maintaining customer satisfaction

- Cash registering

**EDUCATION**

Oct. 2012 – Jul. 2013 **Sidani Training Center Beirut, Lebanon**

*Diploma in IATA Foundation - Travel and Tourism*

Oct. 2004 - Jul. 2005 **Sidani Training Center Beirut, Lebanon**

*General Accountant*

Nov. 1998 - Jul. 2002 **Lebanese University - Faculty of Law & Political Sciences**  **Beirut, Lebanon**

*Business Administartion in Political & Administration Sciences*

**LANGUAGES**

Arabic: Native English: Good

**COMPUTER SKILL**

Accounting Systems: Oracle, Accad, Compass, Clis, Bee

Windows, Word, Excel, Power Point, Photoshop, Flash, Internet

**GDS**

Galileo, Amadeus

**INTERESTS**

Travel, photoghraphy, Sports, Computers, Drawing, Music.

**REFERENCES**

**Mr. Mohammad Ali Altal Beirut, Lebanon**

*Lawyer*

*+961 3 854996*

**Mrs. Claude Sacy Asmar** **Beirut, Lebanon**

*IATA Instructor –* Lebanese University – Sidani Training Center

+961 70 699 765