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|  personal details**Date of Birth:** 4 February1986**Marital Status:** Single**Nationality**: Lebanese**Address**: Jean Khaled building #1, Voie13, Byblos, Lebanon, **Mobile:** (+961) 70 529947 **Home:** (+961) 9 737208**E-mail**: taniajkhaled@gmail.com taniakaled@hotmail.com |

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| Tania Jean KhaledAccountant/ Finance  |

Experience***Centre Medical de la Femme-Byblos September 2012 -August 2016*** *Senior Accountant* ***Duties:**** Supporting Management Accountants as required.
* Daily inputting of sales & purchase invoices to the finance system.
* Identifying and promoting cost-reducing measures.
* Control of authorization and payment of purchase invoices.
* General ledger maintenance, purchase, sales ledger data entry.
* Updating & entering journals for sales revenue and other transactions.
* Processing of sales invoices, expense & credit card claims.
* Reconciliation of sales ledger accounts.
* Maintenance of old debt accounts.
* Train other Finance Assistants with new areas of work.
* Filing, archiving & photocopying of invoices, statements and correspondence.
* Ad hoc analysis of costs and revenue generation figures.
* Involved in preparing and delivering capital expenditure plans.
* Logging, investigating and resolving supplier invoices under query.

***Centre Esthétique de la Femme-Byblos January 2014-April 2016****Senior Accountant* ***Société Générale de la Banque au Liban (SGBL)*** ***July 2012-August 2012****Internship (teller, personal banker)****Khaled pour le Commerce-Byblos*** ***July 2009-January 2014****Senior Accounting****Pro studio-Byblos******November 2009-June 2012*** *Accounting and Storekeeper****Byblos Bank, trade Finance******February 2009-june 2009****Trade finance, SigCap department* ***Abi Nader Super Shop-Byblos******October 2008-January 2009****Assistant accountant* Education**ISAE- CNAM- Nahr Ibrahim – Lebanon 2016 – till present**M1 Economics and Management**ISAE- CNAM- Nahr Ibrahim – Lebanon 2012 - 2016**Bachelors in Law, Economics and Financial Analysis **Lycee Adonis - Byblos- Lebanon 2005 - 2008**Diploma in Audit (TS)**Noyau Theatral - Amchit – Lebanon 2005 - 2007**Diploma in theater**Institute Al Abjadieh – Byblos –Lebanon 2002 – 2005**Computer and accounting (BT)Communication and IT skills**Languages** Arabic: Native Language. French: DELF B1- Pro English: BULATS B1/2 - Intermediary**Computer knowledge**Word, Excel, PowerPoint, Access, Internet, accounting program (Dolphin, Atlas, Matrix), Photoshop. |