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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](mailto:taniajkhaled@gmail.com) [taniakaled@hotmail.com](mailto:taniakaled@hotmail.com) | |  | | --- | | 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. |