

Nala CHAARANI

OBJECTIVE

To seek a competitive position in a leading company in the domain of accounting, auditing, or business administration.

EDUCATIONAL QUALIFICATIONS

2013-Present **Bachelore of Business Finance**
ISAE Cnam Liban – Tripoli, Lebanon
2011-2012 **General Certificate of Secondary Education**
Life Sciences
Rawdat Al Fayhaa School– Tripoli, Lebanon

Date / Place of Birth: 28-5-1994 / Tripoli -Lebanon

Nationality: Lebanese

Marital Status: Single

E-mail : nala_chaarani@hotmail.com Driving License :

Available (Lebanese)

Address : Mitein Street - Bostan building near Rawdat Al Fayhaa School – Mobile: (+961-71) 959208

TRAINING AND DEVELOPMENT

August 2016 – October 2016 Junior Accountant
Samad Tours
Tripoli, Lebanon

Main Activities:

- Cashier tasks: taking money in the form of cash, check, or credit card in exchange of Samad Tours travel services
- Accounting tasks including billing of travel packages and tickets using Focus accounting software
- Data entry of accounting statements

November 2015 – December 2015 Finance Department
Al Arz School
Tripoli, Lebanon

Main Activities:

- Building the budget for the period of 2015-2016

October 2015 – November 2015 Taxation and Auditing
Ministry of Finance
Tripoli, Lebanon

Main Activities:

- Training in the administration and data processing departments
- Training on tax collection, liability, audit, qualitative taxes, in charge of services, and objections

September 2015 – October 2015 Accounting and Auditing
Banque du liban
Tripoli, Lebanon

Main Activities:

- Training for one month on the bank's operations

August 2015 – September 2015 Accounting and Auditing

Liquidation division at the Municipality of Tripoli
Tripoli, Lebanon

Main Activities:

- Performing the remittance audit
- Performing expenses booking operations

September 2014 – October 2014

Accounting and Taxation

Ghannam Group for Accounting, Auditing, and Consulting
Tripoli, Lebanon

Main Activities:

- Accounts Receivable and Accounts Payable reconciliation
- Bank accounts reconciliation
- Learning about and performing salaries and wages statements
- Learning about and performing VAT statements

August 2014 – September 2014

Accounting and Data Entry

R.M for Accounting and Audit
Tripoli, Lebanon

Main Activities:

- Data entry and accounting using Stocktec software for stock and BMSHandler software for sales
- Customs analysis using Microsoft Excel Sheet
- Manual auditing

March 2014 – June 2014 Accounting, Auditing, and Taxation

Benchmark and Deed
Tripoli, Lebanon

Main Activities:

- Record purchase, sell, and expenses operations using Quickbooks, Omega, and EDM accounting computer systems
- Prepare accounts reconciliation statements
- Prepare clients monthly salaries
- Prepare income tax statements - lump profits (Chapter one of the Lebanese income tax statements)
- Prepare income tax statements based on Chapter two of the Lebanese income tax statements
- Learn how to prepare the cash flow statement
- Training session for a period of 25 hours on accounting, taxes, and internal auditing

SKILLS:

Computer:

- Microsoft Word and Excel, HTML, Photoshop.

Languages: English (Certified in BULATS from ISAE Cnam – Beirut 2015), French, and Arabic both written and spoken.

INTERESTS

Volleyball and Swimming

REFERENCES

Rabih Omar – Communication Officer, Mobile: 0096170843826