

# DANIA KHALIFEH

Madaris Street,3-5, Bchamoun,Lebanon. | (H) 00961-5-805 632 | (C) 71797121 | daniakhalifeh@hotmail.com

## Personal Information

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- Gender & Marital Status: Female & Single.
- Age & Date of Birth: 26 years, 24th July 1991.
- Nationality: Lebanese.
- Passport No. & Expiry date: RL 3751477-10/05/2021.
- Relocation: Willingness to relocate both Domestic and International.

## Professional Summary

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Talented **Administrative Professional** with background in **Accounting and Finance**. Extensive knowledge of AR/AP, Microsoft Excel and Bee Accounting software.

## Skills

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- Organized
- Quick Learner
- Highly Motivated
- Cooperative
- Flexible
- Committed

## Work History

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### General Accountant

02/2014 to 07/2017

Inteltec – Beirut,Salim Salam, Canary 4 Building

- **Job Details:**
- Provide accounting and clerical support to the accounting department.
- Type accurately, prepare and maintain accounting documents and records.
- Prepare bank deposits, general ledger postings and statements.
- Reconcile accounts in a timely manner.
- Daily enter key data of financial transactions in database.
- Provide assistance and support to company personnel.
- Research, track and restore accounting or documentation problems and discrepancies.Function in accordance with established standards, procedures and applicable laws.
- Prepare timely Checks for suppliers.

## Receptionist

06/2012 to 08/2012

**Royal Garden - Hotel** – Beirut, Beirut Governorate, Lebanon

- **Job Details:**

- Welcome visitors by greeting them, in person or on the telephone; Answer or refer inquiries.
- Manage room reservations using computerized reservation system.
- Address guests concerns and special requests in a professional and personable manner.
- Ensure that guests are settled comfortably in their rooms, make necessary adjustments if needed.
- Answer telephone calls and transfers these to guest rooms.
- Take and relay telephone messages for hotel guests and others.
- Prepare bills, handle and process checkouts, take payments.
- Communicate with housekeeping and maintenance staff to ensure that great quality service is provided to guests.

## Education

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**BBA: Management**

2012/2013

**Beirut Arab University** - Beirut, Beirut Governorate, Lebanon

- Overall GPA=2.85/4.
- Bachelor degree in Management accredited by FIBAA (Bonn,Germany) & University of Toronto.

**High School Diploma:**

2009

**Notre Dame des Grâces** - Kfarchima

- Scientific Baccalaureate (II) in Sociology & Economy.(French Section).

## Languages

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- **Arabic:**Native Language.
- **English:**Fluent.
- **French:**Intermediate Proficiency.
- N.B:Proof Documents, language tests (IELTS & TEF) & references are available upon request.