

Naddaf bldg.
Main Street
Mansourieh
LEBANON

Mobile: +961 70 936 786
Email address:
diab_rana@hotmail.com

Rana Albert DIAB

PERSONNAL INFORMATION

Nationality: Lebanese
Date of birth: 20/01/1987
Marital status: Married

OBJECTIVES

- Building a professional and solid career enabling high achievements and team work within a reputable organization.
- To obtain a position that will enable me to use my skills, educational background, and ability to work well with people in the domain of business (Accounting, finance...).

EDUCATION

2004-2007	BS degree in Business Administration Major: Audit	Lebanese University	Faculté de Gestion et de Management Ashrafieh
2004	Bacc II Sciences de la Vie	Collège des Soeurs des Saints-Coeurs	Marjeyoun

INTERNSHIP

July2006-September2006 Antoine HARFOUCHE Auditing Office

WORK EXPERIENCE

September2007 – Present

- **Senior Accountant at GOLDEN EYE EYEWEAR:**
Responsible of all Accounting Issues
Daily Transactions (Sales, Purchasing and Expenses Entries)
Bank Reconciliation/ Supplier Reconciliation
VAT Preparation
Payroll Preparation
- **Administrative Assistant:**
Organizing schedules “during exhibitions” and monthly meetings with our suppliers.
Communicating with new suppliers “in order to get new brands”.
Preparing offers for clients and targets to reach depending on each client situation.
- **Stock Controller:**
Responsible of controlling all stock movement in order to avoid loss and to optimize profit by selecting the correct items to buy with logical quantity.

SKILLS

Microsoft Office (Excel – Word – PowerPoint– Outlook)
Accounting System: Matrix Software

LANGUAGES

Arabic: Mother tongue
French: Fluent in read, written and spoken
English: Fluent in read, written and spoken

INTERESTS

- Active in social events, reading and surfing the web.

REFERENCES

Available Upon Request