

CURRICULUM VITAE

Personal Data

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Objectives

To obtain a position where I can interact with others to improve my working skills and to gain experience and have a greater insight into the operation of organizations. I seek to always improve myself as a person not only for my own benefit but also that of my employer and to achieve the organization's goal.

Employment History

Employed – June 22 - 2010 Till – January 31 - 2019

Communication Design SAL

Accounting Department:

Duties and Responsibilities:

- ❖ Preparing offers to be sent for clients regarding the stages and the cost of the project.
- ❖ Provide accounting & financial support to top management.
- ❖ Banks, suppliers, creditors, debtor's reconciliations, and internal reporting.
- ❖ Manage the day-to-day accounting transactions, preparing annual financial statements.
- ❖ Prepare taxes, Vat reports, NSSF reports, cash reports, other financial reports, and all related governmental taxes.
- ❖ Prepare profit and loss statements, monthly closing, and cost accounting reports.
- ❖ Ensure all financial reports deadlines are met.
- ❖ Resolve accounting discrepancies.
- ❖ Monitor and review accounting & related system reports for accuracy and completeness.
- ❖ Prepare and review budget, revenue, expenses, payroll entries, invoices, and other accounting documents.
- ❖ Analyze revenue & expenditure trends and recommend appropriate budget levels, and ensure control.
- ❖ Explain billing invoices and accounting policies to staff, vendors and clients.
- ❖ Interact with external auditors in completing audits.

Employed – June 1 - 2008 Till – March 31 - 2010

Oger Liban

Tendering Department – Executive Secretary - Price analysis:

Duties and Responsibilities:

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- ❖ Preparing tender file documents to be distributed among the selected suppliers.

- ❖ Entering prices of each item on bill of quantities to compare between suppliers pricing of items supplying and installation.
- ❖ Analyzing and providing management with database analysis of compared tender files prices taking into consideration pricing the tender as specifications, bill of quantities, and brands.
- ❖ Preparing and organizing contracts document as bill of quantities, specifications, drawings and all price analysis feedback.
- ❖ Handling suppliers and contractors questions and making it clear.
- ❖ Responsible about arranging meetings.
- ❖ Handling all the communications and the internal correspondence.

Training

Training – February 15 - 2010 Till – June 20 - 2010

Sidani & Co.

Accounting Department:

Duties and Responsibilities:

- ❖ Manage the day-to-day accounting transactions entries for proper accounts.
- ❖ Prepare banks, suppliers, creditors, and account reconciliations.
- ❖ Prepare taxes of salaries, and social security.
- ❖ Prepare profit & Loss statements, trial balance, and cash flow statement.
- ❖ Prepare and review revenue, expenses, payroll entries for, invoices, and other accounting documents.

Training – July 23 - 2007 Till – May 31 - 2008

BLOM Bank

Retail- Telemarketing Department:

Duties and Responsibilities:

- ❖ Responsible about contact with clients, informing them about the offers including Credit/Master Cards, Visa-Cards, and loans.
- ❖ Information settlement and database management about clients' attitudes and desires for having Master Cards using Sales Techniques and special performers.
- ❖ Filing for clients who are interested to either visit BLOM Branch or raising an appointment for outdoors officers in order to fill an application.

Operations- Credit Cards Department:

Duties and Responsibilities:

- ❖ Responsible about receiving applications from branches for clients who are interested in having Master Cards, Visa-Cards.
- ❖ Coordination with branches to know all details about client's accounts and information's.
- ❖ Filing client's information's in applications in order to take decisions of providing credits with the right limits.
- ❖ Using special searching programs in order to know information's about the client's reputations and accounts.

Training – August 28 - 2006 Till – September 23 - 2006

Central Bank of Beirut

Duties and Responsibilities

- ❖ Knowing the work-how of banks and its coordination with the Central Bank.
- ❖ Getting training in several departments like:
 - ◆ Foreign Exchange & International Operations.

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- ◆ Banking Department.

- ◆ Personnel Department.
- ◆ Financial Market.

Personal Skills

- ❖ Motivated and dynamic
- ❖ Strong communication, organizational and interpersonal skills
- ❖ Leadership skills and high level of organization
- ❖ Reliable with high sense of responsibility
- ❖ High personal standards
- ❖ Excellent persuasive and negotiations

Computer Skills

Operating Systems:

Windows XP.

Office:

Word – Excel - Microsoft Outlook – Internet

Educational History

September 2003 – June 2007:

Beirut Arab University

Bachelors in Accounting

September 2001 – June 2003:

Mousitbeh Adventist Secondary School

Lebanese Official Bacc. II (Sociology & Economics)

Languages

Languages	Spoken	Written	Reading
Arabic	Native Language	Native Language	Native Language
English	Fluent	Fluent	Fluent
French	Fair	Fair	Fair

Reference

References are available upon request.