

ELIANA ISKANDAR HANNA

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PERSONAL INFORMATIONS:

Date of Birth: May 10, 1985.

Place of Birth: Beirut.

Nationality: Lebanese.

Marital Status: Married.

OBJECTIVE:

Aiming at a position in a professional business environment where I can employ the skills I acquired at university.

EDUCATION:

2003-2009 BA in Finance,
LCU - Lebanese Canadian University – Aintoura.

2001-2003 Technical Baccalaureate
BT3 - Business Computer
College Sacre Coeur – Zouk Michael

PROFESSIONAL EXPERIENCE:

16/01/2017 Till date Working at “**Alumec SARL**”, Ghazir

- a- Prepare income statements and balance sheets.
- b- Prepare and review revenue, expenses, invoices and other accounting documents.
- c- Follow up import and export shipments.
- d- Issue Advance payment guarantee & Performance Guarantee with banks and clients on Projects.
- e- Issue (LC) Letter de Credit with suppliers and banks.
- f- Resolve accounting discrepancies.
- g- Prepare bank reconciliations.
- h- Prepare cash flow by projects.
- i- Prepare “VAT”, “NSSF” and tax on salaries.
- j- Preparing the monthly payroll.
- k- Preparing the end of services indemnity provision.
- l- Preparing the assets tables.
- m- Following up agent receivables.
- n- Other duties as assigned

01/11/2015 till 31/12/2016 Working at “**Crown House**”, Mansourieh

- a- Prepare income statements and balance sheet monthly.
- b- Prepare and review revenue, expenses, invoices and other accounting documents.
- c- Resolve accounting discrepancies.
- d- Prepare bank reconciliations.
- e- Prepare “VAT”.
- f- Prepare “NSSF”.
- g- Preparing the monthly payroll.
- h- Preparing the end of services indemnity provision.
- i- Preparing the taxes on salaries for government.
- j- Following up agent receivables.
- k- Other duties as assigned

27/10/2009 Till 31/07/2012 - 01/09/2014 Till 30/09/2015

Working at “**Bureau Marc També**” for Accounting & Internal Audit, Gemayzé
Auditor

- a- Prepare income statements and balance sheet monthly.
- b- Prepare and review revenue, expenses, invoices and other accounting documents.
- c- Resolve accounting discrepancies.
- d- Supervise the input and handling of financial data and reports for the company’s automated financial system.
- e- Prepare “VAT”.
- f- Prepare “NSSF”.
- g- Preparing the monthly payroll.
- h- Preparing the end of services indemnity provision.
- i- Preparing the taxes on salaries for government.
- j- Preparing the tax return & audit report for the government.
- k- Preparing bank reconciliations
- l- Preparing the assets tables.
- m- Auditing
- n- Other duties as assigned

01/04/2013 Till 31/08/2014 Working at “Unibois SAL”

- a- Prepare and review revenue, expenses, invoices and other accounting documents.
- b- Resolve accounting discrepancies.
- c- Prepare “VAT”.
- d- Prepare “NSSF”.
- e- Preparing the monthly payroll.
- f- Preparing the end of services indemnity provision.
- g- Preparing the taxes on salaries for government.
- h- Preparing the assets tables.
- i- Following with banks all checks and transfers
- j- Preparing bank reconciliation
- k- Other duties as assigned

**15/10/2008 Till 31/08/2013 Working as a part time job at “Obeid, Medawar & Ghanem”
Law Firm, Sodeco**

- a- Prepare and review revenue, expenses, invoices and other accounting documents.
- b- Resolve accounting discrepancies.
- c- Preparing the monthly payroll
- d- Preparing the assets tables
- e- Other duties as assigned

01/02/2005 Till 30/4/2009 Working at “DECOBUILD SARL”, New Jdeideh

- a- Manages purchasing orders by preparing bid requests and purchase orders.
- b- Credit officer, gives quotations to clients & issue invoices for them too.
- c- Mailing, faxing or calling appropriate parties.
- d- Reconciliation bank balances.
- e- Record general ledger entries.
- f- Maintains stock products.
- g- Manage cash.
- h- Preparing “VAT”.
- i- Preparing NSSF
- j- Prepare the taxes on salaries for government.
- k- Other duties as assigned.

LANGUAGES:

Languages	Speaking	Reading	Writing
Arabic	Good	Good	Good
French	Good	Good	Good
English	Good	Good	Good

COMPUTER SKILLS:

Microsoft Office: Word, Excel & Power Point.

Accounting Programs: Dolphin, Brains, Prosoft, Pims, Maestro & Orange.

Other Software: Silicone, Oscar, Omega & Internet.

***REFERENCES ARE AVAILABLE UPON REQUEST.**