

Lara Hassanieh

Objective

Seeking a job in an environment where I will have the opportunity of utilizing my educational background in the working field; and to translate my experience, knowledge, skills and abilities into values.

Contact

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Lebanon

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Languages

Arabic

English

Hobbies

- Reading
- Hiking

References available upon request

Experience

June 2022 till present

Billing Specialist at Art Scoops

- Preparing account statements and invoices for customers
- Checking data inputted into the data system

August 2021 till April 2022

Accountant at OSN Telecom

- Processing Journal entries via QuickBooks
- Entering invoices and receipts for customers
- Reconciling bank statements
- Preparing reports via excel

November 2020 till May 2021

Part time accountant at Farah Social Foundation

- Posting journal entries.
- Tracking accounts receivables and payables.
- Banking reconciliation
- Performing inventory month-end reports
- Calculating and verifying payroll amounts.

October 2020 till present

Part time accountant at Group4 Engineering and Contracting

- Organizing financial reports
- Banking and supplier reconciliation
- Preparing journal entries.

February 2020 till present

CPALA at General Organization for accounting and auditing

- Computing taxes owed
- Preparing taxes returns
- Calculating payroll taxes

January 2019 till May 2019

Internship at Hassan Ghazi for auditing and accounting

- Data entry

September 2018 till November 2018

Internship at AuditAcc – Bakaata Al Shouf

- Recording journal entries

Education

2015-2019

Bachelor of Accounting

Modern University of Business and Science

Damour-Shouf

2014-2015

BACC II Economics and Sociology

Batloun Official Secondary School

Skill Highlights

- General business knowledge
- Software proficiency: (QuickBooks, Silicon books, Equal Pro)
- Standards of accounting
- Attention to detail

Certifications

- Certificate in Microsoft Office Specialist in Office Word 2013, Office Excel 2013, Office PowerPoint 2013. 2018
- Certificate of participation in the Third Public Speaking Contest-MUBS Talks. April 11, 2019
- Certificate of Public speaking and pitching skills at Rural Entrepreneurs. March, 2019
- Certificate in developing business plan for a micro enterprise through the Gil program, implemented by Nawaya (NGO) in July 2018
- IC3 digital literacy certification in Key Applications, and in Living Online