

To whom it may concern,

I am an MBA graduate in Accounting & Auditing and holder of a Bachelor Degree in Business Administration & Finance from Sagesse University. At present, I am seeking a challenging position that meets my qualifications and experience in your reputable institution.

I would like to be part of your esteemed organization where I can put in use my strong education and experience which I have gathered along the years. I am looking for a challenging position which will grant me the chance to reveal my potential and allow me to contribute innovatively and successfully to whole team.

Throughout my academic and professional experiences, I have learned to become responsible, self-motivated, decision maker, team player and punctual. Furthermore, as highlighted by my colleagues, mentors, and co-workers, working as part of a team enhanced my leadership skills and enabled me to work under pressure with utmost motivation and professionalism. As a result, I feel that working for your company will grant me my goal, and in return I will be able to prove the added value that I can provide.

Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

Sandra Zein El Moussawi

# Sandra EL Moussawi



## PERSONAL INFORMATION

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**Place & date of birth:** Beirut- October 21, 1991

**Nationality:** Lebanese

**Address:** Chiah- Mouawad Street, Al Hakim bldg

**Marital status:** Single

**Phone:** 00961-70-672972

**Email:** [sandra.moussawi@hotmail.com](mailto:sandra.moussawi@hotmail.com)

## EDUCATION

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- 2017: MBA degree in auditing and accounting at la Sagesse university
- 2013: bachelor degree in Business administration & finance at la Sagesse university
- 2009: Lebanese official Baccalaureate in Economics at Le Lycee National school

## LANGUAGES & SKILLS

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- **Arabic:** Native
- **English:** Excellent
- **French:** Excellent
- Microsoft Office
- Birch Street
- Oasys Payroll System
- SUN System-infor

## EXPERIENCE

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**7-Nov-2018 till Present: Payroll Master & General Cashier at Hilton Beirut Downtown, Preopening Team:**

*Attending EMEA Finance conference for Financial Directors & Controllers as a winner of competition about how finance can be driving performance in Hilton hotels.*

### As Payroll Master:

- Prepare payroll reports, summaries & discrepancies
- Update payroll records by reviewing changes in exemptions, insurance coverage, deductions, increases, job titles, and department/division transfers, tips and gratuities.
- Determine payroll liabilities by performing the calculation of employee NSSF fees and social security taxes and employer's social security, and declaration of Income tax
- Prepare payroll JV

**As General Cashier:**

- Collect daily deposit , count & reconcile then deposit in the bank
- Prepare due-backs on a daily basis
- Prepare required reports
- Ensure sufficient funds are on hand for daily hotel operation & cash management

**Assisting accounting supervisor:**

- Prepare Balance sheet reconciliation
- Post closing JVs
- Bank reconciliation
- Control accounts payable daily report

**16-Jul-2018 till 31-Oct-2018: Accountant at Globalcom Data Services SAL (Globalcom Holding Group)**

- Process and control recurring, provision, accrual & prepayment entries
- Reconcile & monitor Bank accounts & cash balances
- Calculate depreciation on monthly basis.
- Prepare payments twice monthly as scheduled.

**15-Sep-2016 till 10-Jul-2018: Accountant at Hydrocarbon Products Company (HYPCO)**

- Post and process journal entries ,issue invoices, Debit notes & Credit notes
- Prepare Banks accounts reconciliation
- Maintain Fixed assets depreciation
- Complete and post purchase orders
- Prepare VAT declaration & assist in monthly/yearly closings & income statement preparation

**23-Mar-2015 till 5-Sep-2016: Income Auditor & General Cashier at Lancaster Tamar Hotel, Hazmieh (Achour Holding Group) *Employee of the Month for June, 2016.***

- Collect the daily deposit , count & reconcile then deposit the daily collection in the bank
- Prepare the required reports
- Audit the revenue of hotel & verify the allowances & rebates
- Verify city ledger

**TRAININGS**

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**Aug 2014 till Oct 2014:**

Training at Achour Holding (Accounting department)

**Sep 2012:**

Training at Blom Bank (Burj el barajneh branch)

**Aug 2011 & Aug 2010:**

Training at Deloitte & Touche (audit department)