

ROLA HAMADE

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Personal & Contact Information

Gender: Female
Date of Birth: May, 10 - 1982
Nationality: Lebanese

Academic Qualifications

Business & Computer University (AUL) (2000- 2004)
BA in Banking & Finance

Hariri High School II (1985- 1999)
Economics and Sociology

Courses

Formatech, Sodeco Square – Lebanon

- Intermediate & Advanced word
- Intermediate & Advanced Excel
- Intermediate PowerPoint

Experience

Lynx Energy Services (Aug.2013 – June 2018)

Office Manager& Account Manager

- Preparing and recording asset, liability, revenue, and expense entries by compiling and analyzing account information.
- Maintaining and balancing subsidiary accounts by verifying, allocating, posting, reconciling transactions; resolving discrepancies.

- Maintaining general ledger by transferring subsidiary accounts; preparing a trial balance; reconciling entries.
- Summarizing financial status by collecting information; preparing balance sheet, profit and loss, and other statements.
- Producing payroll and completes external audit by analyzing and scheduling general ledger accounts; providing information for auditors.
- Making sure that Lebanon's system accounts are balanced with Geneva Accounts.
- Securing financial information by completing database backups.
- Reporting for senior management.
- Ensuring filing systems are maintained and up to date.
- Organizing office operations and procedures.
- Liaising with other agencies, organizations and groups.
- Organizing office layout and maintain supplies of stationary and equipment.
- Maintaining the condition of the office and arrange for necessary repairs.
- Recruiting office staff.
- Recording office expenditure and manage the budget.
- Arranging regular testing for electrical equipment and safety devices.
- Managing the purchasing operation and being responsible of stationary, buying assets like computers and mobile phones.
- Follow up for offers & contracts approval.
- Responsible for annual Leaves.
- Attend meetings with CEO.
- Follow for invoices & delivery orders.
- Responsible for managing office services by ensuring office operations and procedures are organized, correspondences are controlled, filing systems are designed
- Supervise orders, arrange stocking and equipment.
- Communicate with suppliers to achieve profitable deals and mutual satisfaction.

Ezzat Daouk "Training"

(Feb.2012 – March 2012)

Senior Accountant

- Compiling and analyzing financial information to prepare financial statements including monthly and annual accounts.
- Ensuring financial records are maintained in compliance with accepted policies and procedures.
- Ensuring all financial reporting deadlines is met.
- Preparing financial management reports.
- Resolving accounting discrepancies and irregularities.
- Developing and maintain financial data bases.
- Financial audit preparation and coordinate the audit process.
- Ensuring accurate and appropriate recording and analysis of revenues and expenses.
- Analyzing and advising on business operations including revenue and expenditure trends, financial commitments and future revenues.

Phoenicia Import- Export, Ivory Coast

(May 2010- Oct. 2011)

Assistant Chief Accountant

- Data entry for all invoices.
- Daily reviewing and checking of the company's bank account.
- Monthly calculating the paid TVA with the Chief Accountant.
- Following up and preparing all documents needed with the Chief Accountant is usually done once a year every month for the auditors.
- Filing and organizing invoices.

KPMG Lebanon

(Jan. 2005 – May 2009)

Administrative Assistant

- Organizing balance sheets, filing, mailing, and reporting.
- Recording of revenues and expenses.
- Preparing financial reports
- Following up for the timesheets and annual leaves
- Informing any person or company that wishes to know about the company are one of my duties.

Recruitment Assistant

- Liaising between companies and applicants.
- Following up on interviews held.
- Weekly administrative tasks such as responding to e-mails and sorting CV's.

Business & Computer University

(Jan. 2001- Jan. 2002)

Assistant Dean of Students:

- Making appointments for students or outside guests and managing the schedule of the Dean of Students, Dr. Ziad Bekdache.

Businesses & Computer University

(Sept. 2002- Oct. 2003)

Assistant in the Registrar Department:

- Informing visitors and students –to-be about the rules and procedures of the university.
- Filing and making sure that candidate applying have the entire necessary document.

Business & Computer University

(Dec. 2003- June 2004)

Advisor of the English Department:

- Registering students for the English courses, keeping track of all requirements and documents of the English Department.
- Corresponding and letter writing for the English Department, assisting students by counseling and directing them for the right choice academically.

Knowledge

- Knowledge of office administration.
- Ability to maintain a high level of accuracy in preparing and entering information.

Skills

- Development Methodologies: Microsoft office Word & Excel, PowerPoint.
- Analytical and problem solving skills.
- Decision making skills.
- Attention to detail and high level of accuracy.
- Work quickly and accurately on an independent basis with great attention to details.

Personal Attributes

- Honest and trustworthy
- Respectful
- Flexible

References

Available upon request