

DONA GEAGEA

Personal Information

Nationality: Lebanese

Gender: Female

Date of Birth: October, 1, 1987

Marital Status: Married

Work Experience & Information

VETRASS (Emile Rassam) S.A.R.L.

August 2013-November 2019: Accountant: On PIMS accounting system / On Navision accounting system

- Accounts Receivable
- Communicates with sales dept to ensure collection of the accounts receivable
- Accounts Payable
- Monitors daily accounting data entry activities
- Handling all data entry for Dubai, KSA and Kuwait branches
- Preparing employees' salaries Sheet
- Reconciliation of all suppliers and clients accounts
- Closing all VAT accounts
- Banks reconciliation
- Ageing reports
- Cash Flow reports
- Handling Petty Cash
- Filing for local and overseas branches documents

IMS – International Management & Services (Off-Shore) / UNO rent a car

July 2012-July 2013: Executive Accountant: On DOS accounting and rental program

- All company finance In & Out – Data entry
- Handling all director's personal accounts
- Preparing Employee salaries sheet & CNSS papers
- Handling all suppliers and clients account
- Closing all VAT accounts and preparation of VAT return
- Dividing Official and Non-Official invoices, receipts and payments
- Bank reconciliation

MONA HATEM Interior Design

February 2012-July 2012: Accountant:

- All company finance In & Out
- Handling all director's personal accounts
- Preparing Employee salaries sheet & CNSS papers
- Pricing of all projects
- Handling all suppliers and clients account
- Closing VAT accounts

Etablissement ELIAS RADY-SUPERBOY

January 2011-February 2012: Accountant: On MEGATRON program:

- Handling sales vouchers
- Received vouchers
- Sales return
- Journal vouchers
- Payment vouchers

Consultec s.a.r.l- HorchTabet

February 2010-2011:

- All company finance In & Out: including internal expenses
- Director's Personal Accounts :handling all debits, credits and checks
- All financial projects accounts: auditing all projects statements and calculating company commissions
- Company Cash transaction
- Employee Remunerations: paying part-time workers and employees, as well as calculating workings hours.
- Closing of accounts for VAT

Credit Libanais Bank- Sin El Fil

September –October 2008 : Training on ICBS financial program and Rotation on all bank Position:

- **Teller:** depositing and extracting from personal accounts, depositing in weddings lists accounts, paying auto mechanics taxes. depositing checks for personal accounts
- **Billing:** providing bonds from customers
- **New Account's opening**
- **Bank insurance** :provide insurance bonds and insure cars and homes
- **Loans** :giving loans and dividing loans into bonds

BHV -City mall - Beirut

November-July2007: Cashier: handling many financial operation such as payments and refunds

ABC-Ashrafieh – Beirut

July –November2007: Salesperson for many International clothing brands in stores in ABC

Education

✓ **Year 2010 - B.A in Business Administration and Finance**

La Sagesse University Tahwita- Beirut- Lebanon

Computer Skills

MS Office 2010 including access program, surfing the internet, AutoCAD, Megatron, DOS and PIMS financial program

Language

Fluent in English, French, Arabic, Italian (level 1)

Interests

Member at “St. Paul” community (2000 – 2005), Member of “Lebanon Scout” (1996-2001)

References

Available Upon Request