



Sara Al Hajj

Senior Accountant



Experience

2014-01 - present

Senior Accountant

Modern Star Lebanon

Prepared all monthly quarterly and annual financial reports
reconciled accounts on a monthly basis

Prepared tax on salaries, NSSF and VAT declarations

Responsible for day to day finance and accounts operations

Perform full set of accounts and ensure timely closing of accounts

Review & approve payment vouchers & journal entries

2013-01 - 2014-04

Senior Accountant

Gray Mackenzie-Spinneys Jordan Project

Reconciled accounts on a monthly basis

Perform full set of accounts and ensure timely closing of accounts

Responsible for day to day finance and accounts operations

prepared payroll

(Jordan Project)

2011-09 - 2012-12

Accountant

Gray Mackenzie-Spinneys

Daily data entry (Journal entries, RV,
PV...) Tenant accounts

2009-06 - 2011-05

Audit Trainee

M.A.P Group

Preparation of Taxes for many companies

2011-05 - present

Teacher

Teaching private lessons

Financial Analysis, Economics, Accounting, and Math...



Education

2007-10 - 2010-07

**Finance- Lebanese University, Faculty of Business
Administration and Economics, Ashrafieh**



Summary

An ambitious, enthusiastic and talented individual with a keen eye for detail and a flair for accounts.

Experienced in the daily operations of businesses along with managing staff to increase productivity and compliance . Instrumental in working with superiors and departments in order to manage financial and accounting procedures.



Personal Info

Address

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floor

E-mail

saraelhajj@hotmail.com

Date of birth

1987-12-04

Mobile Number

961 3 163987



Skills

**Data analysis, Annual reports
tracking, Account management,...**

●●●●●
Excellent

**Multi-tasking at ease and effective
in work situations requiring an
ability to orchestrate multi-task
levels of responsibility effectively,
quick learner Dedicated and self-
motivated team player excellent
communication, interpersonal,
problem solving, organizational.
Proficient in various business
applications including MS Windows
MS Word, MS Excel, PowerPoint.
Software PIMS2, Navision, Dolphin.**