

# **Rola Abdelhussein Ataya**

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## **Personal Details:**

Date of Birth: : Teir Harfa 20<sup>th</sup> of March  
Nationality : Lebanese  
Material Status : Single  
Academic Qualifications : BS in Accounting

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## **Experience**

**Radico International Of shore  
& Exim export import (of shore)  
(Aidibi Group)**

**15/06/2017 - Current**

The main function of this Company the outside contracting

### **Responsibilities:**

- Preparation Accounting Structure
- Establish charts of accounts & assign to proper accounts
- Perform daily journal voucher
- Control accounting entries into system
- Reconcile monthly bank statement & calculate debit & credit Interest
- Follow-up the LCS (Export Import) Papers with The Bank with preparation
- Approve the LCS (Export – Import) deposits in bank
- Prepare the payroll
- LCS Report's
- Flow up with Angola (Transfer INVOICES & LCS )

**Lot#5751 - Airport (Construction Project) – Ali Aidibi 15/06/2017 – Current**

- Preparation Accounting Structure
- Establish charts of accounts & assign to proper accounts
- Perform daily journal voucher
- Control all related accounting transactions
- Monthly verification of treasurer work (checks under collection)
- Approve the cash & chks deposits in bank
- Reconcile monthly bank statement & calculate debit & credit Interest
- Follow up all bank operations
- Collaboration with external auditors
- Prepare Monthly payroll
- Follow up with the site all products orders
- Follow up Subcontract an Suppliers accounts: managed subcontract  
Interim payment Certificates and give final approval for settlement of due

## **Dergham & Hamdar Engineering Office**

**Oct 2010 – 10/06/2017**

The main function of this Office is Engineering Studies & Design & Contract

### **Responsibilities:**

- Preparation Accounting Structure
- Establish charts of accounts & assign to proper accounts
- Perform daily journal voucher
- Control all related accounting transactions
- Monthly verification of treasurer work (checks under collection)
- Approve the cash & chks deposits in bank
- Reconcile monthly bank statement & calculate debit & credit Interest
- Follow up all bank operations
- Collaboration with external auditors
- Prepare Monthly payroll
- Follow up Customers Design & Contracting Payment Terms Contract
- Follow up Subcontract an Suppliers accounts : managed subcontract Interim payment Certificates and give final approval for settlement of due Payments
- Communicate with external clients and venders to manage funding
- Receives cash payments from Customers
- Coordinate annual external audit

## **Tiro Station**

**Oct 2010 – 10/06/2017 (free lanser)**

The main function of this company is Petrol & Services Station

### **Responsibilities:**

- Perform Daily journal Voucher
- Follow up Customers payment
- Follow up Daily Oil Store sales
- Follow up Meter Reading: Gasoil & Fuel
- Follow up Suppliers Invoices & Reconcile the statement
- Approve the cash & chks deposits in bank
- Reconcile monthly bank statement & calculate debit & credit Interest
- Coordinate annual external audit
- Follow up all bank operations
- Prepare & Approve quarterly: NSSF, TVA, Salaries Tax (R10)-(R5)-(R6)

## **Cedar Hills Co.**

**May 2005 – August 2009**

The main function of this company is construction & real estate;

### **Responsibilities:**

- Establish charts of accounts & assign to proper accounts
- Perform daily journal voucher
- Approve the cash & chks deposits in bank
- Reconcile monthly bank statement & calculate debit & credit Interest
- Handle & Follow up all bank operations
- Supervise customers accounts
- Reconcile suppliers statement
- Audit & reconcile petty cash
- Prepare payroll
- Prepare & Approve the quarterly social declarations and annual recapitulation (NSSF)
- Prepare & Approve quarterly salaries tax – R10 & yearly (R5)+(R6)
- Prepare & Approve Built Building tax (yearly)
- Coordinate with the auditor ,internal controllers & the accounts audit plans & prepare the necessary elements & Organize and perform the year end closing activities

## **CBC International Co. s.a.r.l**

**4 Month Period**

Owners of Cedar Hills Co. also own partnership with CBC International Co. Because of my great expertise in Accounting, I was placed for a short period of time to help fix some primary issues in the Account Department in addition to my responsibilities for Cedar Hills and the ones mentioned here below.

### **Responsibilities:**

- Hold daily journal voucher
- Invoicing
- Control cash accounts
- Supervise customers accounts
- Control inventory
- Prepare payroll,
- Issue monthly sale report breakdown by zone and by salesperson
- Prepare & Approve quarterly: NSSF, TVA , Salaries Tax (R10)-(R5)-(R6)

## **Akaria Co. (Team Works)**

**July 2002 – April 2005**

The main function of this company is tender & construction

### **Responsibilities**

- Perform Journal ledger (My Projects )
- Follow received paper from: CDR, Council for the South, Ministry of Energy & Water
- Prepare & approve works executed at the construction site before give it to the responsible authority
- Follow received company construction statement & retention
- Follow when we must final submit the execute project
- Prepare Comparison schedule between execute clause & tender clause
- Reconcile monthly bank statement & calculate credit Interest (over draft)
- Supervise & Reconcile suppliers Account
- Served as primary contact for suppliers
- Follow up all bank operation
- Work Closely with auditor to discuss the projects reports
- Prepare the necessary audit related paper works
- Organize and perform the year end closing activities with the team work

## **Almobarak Finance Co.**

**May 2001 – June 2002**

The main function of this company is providing military loans for specific candidates

### **Responsibilities**

- Calculate interest & make bills to the customers
- Follow up received the bills
- Perform daily journal ledger
- Prepare & Approve the quarterly social declarations and annual recapitulation (NSSF)
- Prepare & Approve quarterly salaries tax – R10 & yearly (R5)+(R6)
- Define with Auditor the account audit plans & prepare the necessary related paper work
- Justify the main account closing to auditors

## **Hamdoun International Tool**

**March 1995 – Dec. 2000**

The main function of this company is import agricultural & industrial tools

### **Responsibilities**

- Perform daily journal ledger
- Reconcile banks statements,
- Follow customer's accounts
- Prepare the quarterly social declarations and annual recapitulation (NSSF)
- Prepare quarterly salaries tax – R10 & yearly (R5)+(R6)

**Before Auditor's Approval**

- Define with Auditor the account audit plans & prepare the necessary elements.

## **Trans-Orient Association for Contracting & Trading**

**July 1994 – Feb.1995**

The main function of this company is: construction & trading

### **Responsibilities**

- daily journal ledger
- Reconcile bank statement, suppliers statement

### **Computer Skills :**

- EDM (Accounting & Stock)
- Noria (Accounting)
- Dolphin (Accounting)
- IDS (Accounting)
- Ms Words & Excel
- Internet
- **(Ability To Master Any Account Software Available In Market)**

### **Languages :**

Good Written & Spoken English & French