

# Stephanie Sanaallah | 7 Years of Experience in Accounting

Beirut, Lebanon  
Email: [stephanie-sanaallah@hotmail.com](mailto:stephanie-sanaallah@hotmail.com)  
Phone: (961) 71082953  
Lebanese | [LinkedIn Profile](#)

---

## CORE COMPETENCIES

<b>Fluent in English, French and Arabic</b> <b>PIMS Software</b> <b>Account Payables/Receivables</b>	<b>Financial Analysis</b> <b>Financial Reporting</b> <b>Cash Management</b>	<b>Communication Skills</b> <b>Account Reconciliation</b> <b>Office Management</b>
--	---	--

---

## WORK EXPERIENCE

<b>Accountant</b> , ESA Business School, Lebanon	<b>Jun 2017 – Present</b>
<ul style="list-style-type: none"><li>Managed a portfolio of 2000 student accounts, overseeing all aspects of tuition, scholarship, discount, and payment scheduling.</li><li>Managed cash in the hyperinflationary and currency-collapsed Lebanese society, demonstrating exceptional financial acumen and adaptability.</li><li>Conducted meticulous data entry into the PIMS system, ensuring the accuracy and integrity of financial records.</li><li>Prepared comprehensive documents for auditors, demonstrating a thorough understanding of accounting standards.</li><li>Produced detailed reports using MS Excel to provide critical insights into financial performance.</li><li>Conducted monthly reconciliations for banks and suppliers, effectively managing complex financial transactions.</li></ul>	
<b>Administrative Assistant</b> , IOC Lebanon, Lebanon	<b>Jun 2015 – May 2017</b>
<ul style="list-style-type: none"><li>Managed external communication of incoming phone calls and email.</li><li>Ordered and managed office supplies, ensuring that all materials were adequately stocked and available for use.</li><li>Prepared quotations for clients according to the specifications providing critical insights into pricing and product offerings.</li></ul>	
<b>Receptionist / Service Advisor</b> , Sigma ME SAL, Lebanon	<b>Jun 2012 – Dec 2014</b>
<ul style="list-style-type: none"><li>Managed and directed all incoming phone calls answering questions regarding service outcomes.</li><li>Advised customers on warranty protections, demonstrating a thorough understanding of company policies and procedures.</li><li>Prepared invoices for customers and received and managed cash maintaining a high degree of accuracy.</li></ul>	
<b>Customer Service Representative</b> , The Sultan Center (TSC), Lebanon	<b>Jan 2011 – Apr 2012</b>

---

## EDUCATION

<b>Bachelor of Business Studies, Accounting</b> , Arab Open University, Lebanon	<b>Mar 2020 - Mar 2023</b>
<b>MBA, Finance</b> , Arab Open University, Lebanon	<b>Mar 2024 - Present</b>

---

## TRAINING AND COURSES

**Practical Accounting Program**, BCA International  
**General Accountant Certificate**, American Universal College (AUC)  
**Internal Audit Role in Preventing and Detecting Fraud**, BCA International