

## **Vandana Khabaz**

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### **Objective**

To attain a senior position in the management / accounting field where I can use my accounting, auditing, analysis and financial management skills to enhance management and accounting systems and improve reporting accuracy.

### **Experience**

#### **Free Lancer- Consulting & Finance services 02/2018 up to date**

- Business feasibility studies
- Internal Control
- Accounting & Reporting

#### **Cloud Communications and Computing Corp.**

##### **Finance & HR manager 06/2016 up to 01/2018**

- Budgeting
- Financial Analysis, Reporting and Tax planning
- Accounting
- Internal Control
- Treasury management
- HR management
- Staff management and reporting

#### **NavLink ME Offshore**

##### **Senior Analyst -Enterprise Networking Department (ENS) 07/2011 up to 12/2015**

- Worked on business analysis and financial projections related to the ENS department.
- Maintained team quality assurance, career tracking and people's development.
- Followed up closely with contractual/ legal to work on both new and existing business relationships (business models, terms of business, etc)
- Developed and owned ENS monthly funnel and backlog forecasts.
- Lead ENS budgeting (and forecasting during a financial year).
- Developed, maintained and monitored various analysis reports such as AT&T Global Network (AGN) pricing and Customer Premises Equipment (CPE) pricing analysis, revenue trends, revenue reports, rate and capacity trends and network optimization utilizing key performance tracking metrics (Dashboard)

#### **NavLink ME Offshore**

##### **Controller 06/2006 up to 06/2011**

- Maintained, reconciled and managed all types of accounting ledgers, AR, AP, banks, credit card accounts, etc..
- Processed the financial reporting on a monthly basis.
- Handled end of year reports and accurate books for audit purposes.
- Held full custody of HR/ employees accounts, i.e. NSSF, payroll and tax declarations.
- Worked on budget preparation and forecasts.

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**PricewaterhouseCoopers – Beirut, Lebanon**

**Associate (Tax and legal Services), Accountant and tax consultant 12/2002 – 05/2005**

- Handled diversity of issues relating to client needs including accounting, reporting, and taxation issues related to diversity of customers. This allowed the company to reduce the number of staff allocated thus reducing overall cost to the clients.

**PricewaterhouseCoopers Management Consulting Ltd – Beirut, Lebanon**

**Accountant and Financial Controller 02/2002 – 12/2002**

Handled all duties and tasks related to:

- Financial & Management Reporting
- Budgeting and Forecasting
- Closure process

**Motortrade Motoring and Trading Co. SAL**

**Senior Accountant and Assistant Manager 02/1996 – 08/2000**

**Education**

Bachelor of Science in Accounting & Business Administration

University of Jordan – Amman, Jordan - June 1994

CMA course January 2006 until July 2006

Other than my soft skills I've attended several courses and trainings naming:

- Situational Leadership II with Starmanship & Associates.
- Time Management with Amideast.
- Consolidated Financial Statements with MFI.
- Advanced analysis of financial performance workshop at PwC's Academy.
- Several trainings related to updates about tax rules and guidelines with PwC.

**Professional Profile**

- Wide knowledge of relevant tax reporting (social security, payroll tax, income tax, sales tax).
- Excellent communication, reporting, interpersonal and presentation skills.
- Accurate, meticulous and organized. At ease with numbers. Analytical and structured mind.
- Leadership skills.
- Trilingual – speak, read and write in Arabic, English and French.

**Computer Skills**

- Microsoft Office Suite & Power point.
- SAP Accounting & Reporting, Quick Books, SAGE, Peach Tree (Accounting Software) - CABS (Computer Automated Business system).
- Socrate, Orange, Unix and Dolphins (local accounting software packages).