

Daniella Mansour



Summary

Business Management graduate with competencies in accounting, finance, marketing, management and more. Achieved 2 months of internships in BDL & Blom Bank. In addition to a Master's degree concentrated in Entrepreneurship and New Technologies. Proven one year experience in a facilities management company as a junior accountant and an operations coordinator, but currently unemployed and actively searching for a job.

Contact

Address:

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Languages

Arabic – Native

French – Professional

English – Professional

Spanish – Beginner

Skills

- Ms. Word, Excel, PowerPoint, Outlook, One Drive.
- Financial Software – Wizard
- Problem solving, time management, attention to detail, highly organized, responsible...

Experience

Junior Accountant & Operations Coordinator, 09/18 - 01/20

Ecolife Properties SAL, Minet El Hosn

Accounts Receivable :

- Maintained up-to-date billing system. (Invoicing)
- Generated and sent invoices to clients. (Soft copy/Hard copy)
- Checked online banking for transfers + contacted banks.
- Followed-up with national & international clients. (Collection)
- Generated receipts.
- Handled checks, cash.
- Deposited payments into bank accounts and prepared journal vouchers.
- Performed bank reconciliation on a monthly basis.
- Made sure to save and file all company's documents.
- Attended general assemblies meetings.
- Monitored building's budgets.
- Made sure about bank and cash liquidity.
- Prepared aging reports in order to analyze delayed payments.
- Helped accounting manager in various tasks.

Accounts Payable :

- Assisted in preparing company's salaries
- Assisted in preparing CNSS payments & Taxes.
- Prepared payments for the suppliers.
- Performed suppliers reconciliation.
- Prepared purchase invoices and payments on the system.
- Followed-up on contracts to prevent delayed payments.
- Handled building's petty cash and issued payments.

Operations Coordinator :

- Received purchase and service requisitions.
- Prepared purchase orders.
- Followed up on ordered items and services deliveries.
- Followed up on the online excel tracking sheet. (One Drive)
- Organized the filing and saving process in the department.
- Had the chance to perform the procurement work.

Education

Master's Degree

Business Management concentrated in Entrepreneurship and New Technologies, 2019 – 2021 (Expected)

Saint Joseph University, Monnot

Bachelor's Degree

Business Management, 2015 – 2018

Saint Joseph University, Monnot

Lebanese Baccalaureate

Economics & Sociology, 2000 – 2015

Collège des Pères Antonins, Baabda