

Shahed Tabaja

Kantari (Beirut), Lebanon

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Objectives

I am an independent and self-motivated business graduate seeking for a challenging career with a progressive organization that allows me to use my skills in contributing to its growth and quality.

Education

- Pursuing CPA (attended all four sections of Morgan classes)
- USJ – Master's in HR Management – expected graduation Spring 2022
- Haigazian University – Bachelor in Business Administration
- Cambridge English School/Kuwait – Baccalaureate Degree

Work Experience

Sep. 2019- Present	Posto Nove Studio Secretary	Beirut, Lebanon
	<ul style="list-style-type: none">• Manage client calls and inquiries• Assist customers with their schedules• Data entry	

Training Experience

September 2020 – Present	Quadrant Company Accountant Internship	Beirut, Lebanon
June 2019 – July 2019	KOMAX Accountant Internship	Salmiyah, Kuwait
	<ul style="list-style-type: none">• Prepare and check financial reports• Reconcile bank accounts• Analyze balance sheets and general ledger accounts	

Skills

- Fluent in English and Arabic
- Excellent computer skills (Microsoft Office)
- Interpersonal and communication skills