

Soha Itani

Date of birth: March 4, 1989

Nationality: Lebanese

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Education

- § Bachelor of Business Administration, Business Banking & Finance, Beirut Arab University, June 2010
- § Lebanese Baccalaureate, Economies & Sociology, Ras Beirut High School, June 2006

Honors & Awards

- § Placed on the Honors List for achieving the first place in the Faculty of Business, Beirut Arab University, Spring 2009 & Fall 2010

Work Experience

- § Accountant, AUL University, April 2013 – June 10, 2020
 - Ø Preparing and recording journal entries on the system
 - Ø Performing Banks reconciliation
 - Ø Preparing payment plans for students manually and on the system
 - Ø Inputting financial aid rates on the system for eligible students as per the directions of the General Manager
 - Ø Filling in declarations for the Ministry of Finance (R4)
 - Ø Arranging new contracts to be signed between the University and the instructors
 - Ø Assisting the audit in preparing the Value Added Tax
 - Ø Follow up with branches on missing documents (contracts, declarations..)
 - Ø Contacting suppliers when payment checks are ready to be collected
 - Ø Reviewed the work of other colleague
- § Accountant, **Chehab Brothers S.A.L**, June 2010 – March 2013
 - Ø Recording sales and purchases
 - Ø Accounting for receivables and cash inflows from customers
 - Ø Accounting for payables and cash outflows to suppliers
 - Ø Performing end of month bank reconciliation

Internships

- § Customer Service Officer, **Al Baraka Bank S.A.L**, August 2008
 - Ø Dealt with clients on their different banking needs (Opening of accounts, transfers among customers, issuing & purchasing of banker's checks)
- § Teller, Customer Service Officer and Operation Support, **BankMed S.A.L**, July 2008

- Ø Performed different banking operations (Cash deposit & withdrawal, checks issuance & purchase, settlement of monthly bills, swift operations and opening of letters of credit)

Languages

- § Fluent in written and spoken English and Arabic

Computer Skills

- § Microsoft Office Applications
- § EDM Accounting software

Other Skills

- § Coping to work under pressure accurately
- § Multitask reliability, accuracy and timely completion of assignments
- § Adaptability to new circumstances

References

- § Provided upon request