

Sara Abdallah

Ab_sara@hotmail.com, +96170625255, Beirut, Lebanon.

PERSONAL SUMMARY AND CAREER OBJECTIVE

I have over four years of valuable experience in finance, accounting, and taxation. I can prepare and implement annual budgets, monitor key accounts and credit control. I have the ability to handle complex assignments effectively, and have the confidence to work as part of a team and/or independently.

Seeking to leverage and diversify my proven financial, administrative, and communications skills.

PROFESSIONAL EXPERIENCE

Feb 2016 – October 2020 **Crowe Professional Auditors** **Beirut, Lebanon**
Position Held: Senior Associate- Tax services

Responsibilities:

- Prepare Lebanese tax declarations and forms (*National Social Security Funds monthly/Quarterly subscriptions, National Social Security Funds Forms applications, Salaries declaration, Quarterly value added tax declaration, and Annual Income Tax Declaration*),
- prepare NGO's Tax declarations to MOF & MOI,
- prepare and compute monthly payroll,
- verify, allocate, post and reconcile accounts payables and receivables,
- analyse financial information and summarize financial status,
- prepare and record asset, liability, revenue, and expenses entries by compiling and analysing account information,
- provide administrative services and operational coordination to support work,
- prepare budget reports and financial proposals,
- maintain and balance subsidiary accounts by verifying, allocating, posting, reconciling transactions; resolving discrepancies,
- prepare Bank reconciliations,
- invoice clients and reconciliation of supplier invoices,
- assist in the processing of balance sheets, income statements and other financial statements,
- ensure the audit recommendations are implemented by performing regular follow-up procedures during interims and final stages
- analyse tax risks for local and multinational companies,
- conduct analyses and developing reports.

EDUCATIONAL BACKGROUND AND CERTIFICATES

Current **Certified Public Accounting Candidate (CPA)**
2015 **BBA in Accounting, American University of Science and Technology (AUST)**

EXTRACURRICULAR ACTIVITIES

2016 – 2020 Accounting and Auditing Standards indoor seminars, *Beirut, Lebanon*
2018 Internal Audit Workshop, *Beirut, Lebanon*
2016 New and Revised Auditing Standards by the Lebanese Association Certified Public Accountants (LACPA), *Beirut, Lebanon*

SKILLS

- Data analysis
- Critical thinker
- Multitasking
- Knowledge in IFRS and US GAAP
- Financial forecasting
- Active listener
- Energetic and motivated

SOFTWARE

- EDM
- NORIA
- Dolphin
- Excel

LANGUAGES

English (Fluent)
Arabic (Native)

Reference available upon request