

Danielle Hajjar Tabet

Accountant

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Jdeideh, Beirut, Lebanon

EXPERIENCE

Accountant

Shaya & Azar SARL

2013 - Ongoing Jdeideh, Beirut, Lebanon

Shaya & Azar SARL is a Retail Company that offers to the Lebanese market a wide variety of world-leading industrial products(Power Tools, Hand Tools, ironmongery) with unbeatable after-sales service.

- Preparing, examining, establishing tables of accounts, and assigning entries to proper accounts, and printing daily & annual journals for filling.
- Developing, maintaining, and analyzing budgets, preparing special financial reports, business plans, and reporting to management regarding the finances of establishment, petty cash controls.
- Liaising with managerial staff, colleagues, clients, and suppliers following up on accounts and preparing payments, and administering payrolls.
- Coordinating and resolving issues with banks such as cleared check differences, bank fee anomalies, targeted balance calculations and enhancements to online services, and Bank statements reconciliation.
- NSSF for employees.

Junior Accountant

BCom Offshore SAL

2011 - 2012 Quarantina, Beirut, Lebanon

BCOM Offshore SAL specialize in providing state-of-the-art fixed satellite communications services

- Preparing, examining, establishing tables of accounts, and assigning entries to proper accounts, and printing daily & annual journals for filling.
- Developing, maintaining, and analyzing budgets, preparing special financial reports, business plans, and reporting to management regarding the finances of establishment, petty cash controls.
- Bank Reconciliation.
- Performed general office duties, administrative & tasks.

Administrator

Beirut Eye & ENT Specialist Hospital

2010 - 2011 Beirut, Lebanon

The Beirut Eye & ENT (Ear, Nose, Throat) Specialist Hospital – BESH – is widely regarded as one of the top specialty hospitals in the Middle East & North African region with a specific focus on Eye, Ear, Nose and Throat medical and surgical care

- Invoicing, and General Office duties

EDUCATION

FCE3

American Language Center

2012 - 2012

Accounting & Auditing

Lebanese University

2006 - 2011

STRENGTHS

★ Hard-working

complete projects before time, does more than required

★ Team-worker

Work effectively in a team, respect, listen to and encourage team members

★ Problem solving

Analyze problems to find causes, find possible solutions

LANGUAGES

Arabic ●●●●●●

English ●●●●●●

French ●●●●●●

SKILLS

Attention to details

Critical thinking

Microsoft Excel