

NATALIE KHADDAJ

SENIOR ACCOUNTANT

Talented Accountant successful at cultivating effective working relationships at all levels. Proven track record of performing work ethically while maintaining integrity of all financial data. Highly effective at solving routine and critical issues across the departments. Enthusiastic about advancing career and contributing to business success.

EXPERIENCE

SENIOR ACCOUNTANT

Toters, Beirut / July 2021 – Present

- Meeting business needs and maximizing operational success.
- Booking entries on QuickBooks software
- Supporting monthly general ledger closing activities, including preparing journal entries and reconciliations.
- Preparing consignment sellouts and reports

ACCOUNTANT

Toters, Beirut / November 2020 – June 2021

- Reviewed financial documents to verify accounting data and mathematical accuracy.
- Assisted with preparation of monthly financial statements.
- Evaluated and improved accuracy and completeness of financial records.

CONTENT SPECIALIST

Toters, Beirut / February 2020 – October 2020

- Strengthened content through proofreading and editing.
- Managed competing deadlines with efficiency.

AUDIT ASSOCIATE


KPMG, Beirut / November 2019 – January 2020


- Improved business controls and processes
- Analyzed trends over monthly, quarterly and annual financial data to investigate fluctuations.
- Conducted financial, compliance and operational audits.


IT SUPPORT SPECIALIST

LAU, Beirut / September 2015 – January 2019

- Resolved diverse range of technical issues across multiple systems and applications for customers and end-users across various time zones.
- Delivered onsite technical support for more than 100 employees.
- Answered questions and provided information to customers about new software or hardware.

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 78911856

 Canadian citizen currently residing in Lebanon

SKILLS

Problem Solving

Adaptability

Collaboration

Strong Work Ethic

Time Management

Critical Thinking

Handling Pressure

Leadership

EDUCATION

Bachelor of Science in
Business Banking &
Finance

LAU, Beirut 2015 –
2019

Distinction – **CGPA:**
3.72

Lebanese Baccalaureate
UCA, Aley Lebanon
2003 - 2015