

SHAHED TABAJA

Accountant

PERSONAL BACKGROUND

A highly organized, detail orientated, and dependable professional who has the ability to apply her accounting knowledge and experience to a diverse range of financial issues. Expertise extends to problem-solving and financial analysis, modeling and system implementation.

PROFESSIONAL SKILLS

- Microsoft Office.
- Bee Accounting Software.
- Silicon Accounting Software.
- Windows

SOFT SKILLS

- Organization and attention to detail
- Analytical and problem-solving skills
- Time management.
- Systems analysis.
- Critical thinking.

LANGUAGES

- English
- Arabic

CERTIFICATES

- CPA (Certified Public Accountant) - In Progress

GET IN TOUCH WITH ME

- Cell: 78/ 835 214
- Email: shahedtabaja@gmail.com
- Address: Ashrafieh, Lebanon.

WORK EXPERIENCE

Finance Officer

ASAP delivery services & solutions | June 2021 - November 2022

- Prepared accounts and Tax returns.
- Processed invoices to clients.
- Tracked daily cash in and cash out.
- Assisted with monthly budget preparation.
- Analyzed business operations, expenses, and revenues
- Handled financial reports for audit and taxation.
- Ensured that financial statements and records comply with laws and regulations
- Kept account books and systems up to date.

Accountant Intern

Quadrant company | September 2020 - November 2020

- Assisted with research, filing, data entry, and recording and maintaining accurate and complete financial records.
- Recorded accounting and financial transactions.
- Prepared financial reports, such as balance sheets and income statements, invoices, and other documents.
- Handled sensitive or confidential information with honesty and integrity.

Administrator

Posto Nove | August, 2019 - December, 2019

- Answering incoming calls; taking messages and re-directing calls as required.
- Dealt with email enquiries
- Diary management and arranging appointments, booking meeting rooms and conference facilities
- Data entry (sales figures, property listings, etc...)

Accountant Intern

Komax | June, 2019 - July, 2019

- Reconciled bank accounts
- Analyzed balance sheets and general ledger accounts.

EDUCATION

Saint Joseph University (USJ)

Beirut, Lebanon

Master of Arts in Leadership and Human Resources

September 2020 | Present

Current GPA: 3.2

Haigazian University

Beirut, Lebanon

Bachelor of Arts in Business Administration