

About me:

As a proactive fresh graduate in business and administration, I'm looking for an entry-level job opportunity in accounting or audit that would allow me to further develop my skills and competencies in the field that I'm passionate the most about.

Personal information:



April /7/2000

Lebanese



+961-816-17260



dana.abdallah@net.usj.edu.lb



Chehim, Chouf, Lebanon

Languages:

Arabic: Native

French: Fluent (DELF:B2)

English: Fluent

DANA ABDALLAH

Business and Administration graduate

Work Experience.

Internship-Cape insurance Sal

(3-2022/present)

Junior Accountant officer

- Preparing all Claims(PV), credit notes, journal and offered policies and discounts.
- Handling the accounting transaction.
- Correcting all the transactions following client's requests.
- Cleaning all paid policies.

(8-2021)

Internship-Ressource Group Headquarters

Accountant officer

- Assisted in building purchase, sales ledger accounts and petty cash.
- Verification of invoices and expenses reports submitted for payments (SAP)
- Worked on monthly journal entry and reconciling monthly reports.

Internship-Fidelity insurance company

(6-2020/8-2020)

Customer service representative

- Discussed with agents the policies set to their clients.
- Handled the Printing and distribution of daily insurance copies of each client.
- Worked on the finalization of different policies on SIM.

Education.

University of Saint Joseph

(2021-present)

Master 1 in business administration and management with concentration in Finance (expected graduation: June 2023)

University of Saint Joseph

(2018 - 2021)

Bachelor in business administration and management

College Beit el Hekmeh_Chehim

(2018)

Lebanese Baccalaureate in life sciences (LS)

Reference.

Available upon request

Skills.

Excel

Word

Access

power point