

JANNA HAIDAR NAHLE

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Summary

My objective is to find a company that I can utilize customer service and communication skills within accounting and data entry, as well as, growing with the education that I am receiving. My studies and background gave me a good firm when moving forward into this career. I would also like to capitalize on the things I enjoy the most which are working for and with other employees.

Education

Islamic University of Lebanon (IUL)

2019 - 2022

Bachelor Degree In Management Information Systems (MIS)

Experience

Practical Accounting Academy

2022 - 2022

Accounting And Data Entry Level 1

- Accounting and Data entry
- purchasing invoices
- sales invoices
- Receipt voucher
- payment voucher
- Statement of account reconciliation customers and suppliers
- Stock control and inventory system

Practical Accounting Academy

2022 - 2022

Payroll (Human Resources Entry Level)

- Attendance
- Shift mangment
- Salary calculation
- Departments
- Nssf and Tac salary

Projects

Banin Charity Association

2019 - 2021

Volunteer

I used to work with a large team of experienced and skilled professionals who contributed to charity where i was responsible for many posts such as organizing events or contacting people with interests to charity, as well as holding the firm of the team i was responsible for and connecting between volunteers from different areas

The Lebanese Red Cross Organisation

2022 - ongoing

Volunteer

- Hvp (facilitator)
- Committee need assessment
- Committee VM
- Committee security
- Contributed in investment and fundraisers
- Basic training in first aid

Skills

communication skills and public speaking skills

Languages

French, Arabic

Interest

Copywriting, writing, events planning