

Jana Zein Dip IFRS , MBA

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Profile

Dynamic and highly qualified senior accountant with key strengths in planning, problem-solving, and customer relations. Familiar with financial reconciliations, general ledgers, and financial reporting. Proactive in identifying and solving billing errors, workflow problems, and efficiency issues. A dedicated professional who leverages initiative and resourcefulness to deliver excellence in meeting business objectives.

Education

11/2021 – present Beirut, Lebanon	Certified Public Accountant, National Association of State Boards of Accountancy.
2021 Beirut, Lebanon	Diploma in International Financial Reporting Standards, Association of Chartered Certified Accountants 🔗
2019 Beirut, Lebanon	MBA in Accounting & Auditing, https://uls.edu.lb/faculty/business-administration-finance
2016 Beirut, Lebanon	Bachelor degree in Accounting & Auditing, https://ul.edu.lb/faculte/branches.aspx?facultyId=11

Professional Experience

01/2022 – 06/2022 Beirut, Lebanon	Finance and Administrative Officer, Lebanese Transparency Association 🔗 Finance responsibilities <ul style="list-style-type: none">• Prepare financial reports to be submitted to the management (e.g. bank reconciliation, accounts reconciliation, aging reports)• Liaise with external audit companies to ensure annual audit is carried out• Prepare salaries for all LTA employees• Prepare yearly depreciation schedule and update asset book value• Maintain well-organized physical and electronic archive and ensure that all financial documents are accurately supported, approved and coded• Procure all services related to the office, projects and prepare comparative reports to evaluate the offers• Contribute to annual/quarterly budget development and reporting Administrative Responsibilities <ul style="list-style-type: none">• Purchasing necessary office supplies, answering phone calls• Assisting visitors, managing appointments and managing the daily office schedule• Preparing, Sending and receiving emails and follow-up accordingly• Establish and operate effective employee management procedures (annual leave, sick days, attendance, etc.)• Responsible for the development and updating of employee database including data and documentation (educational background, joining date, contract, certificates, passport, etc.)• Raise monthly reports to the Executive Director concerning attendance, leave, lateness, sick days, etc• Conduct screening of CVs and search for qualified candidates through identified channels such as universities, CV databases, etc• Write and maintain job descriptions in coordination with key personnel
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2015 – 12/2021
Beirut, Lebanon

Senior Accountant, Arez for trading & shipping

- Maintain day to day cash/ bank transactions
- End of month reconciliation (suppliers, clients, and banks)
- Manage Accounts Payable and Receivables
- Manage balance sheets and profit/loss statements
- Comply with financial policies and regulations
- Review the receipts vouchers and supporting documents, confirming that the appropriate documents are on-hand for each receipt and that the account codes for each receipt are correct
- Administering payrolls and controlling income and expenditure
- Submit daily reports to the Higher Department
- liaise with external audit companies to ensure the annual audit is carried up
- prepare NSSF and salary tax calculations
- disputes with airlines
- Responsible for office administration

01/2021 – 05/2021
lebanon, Lebanon

Accounting auditor - Intern, Professional Accounting Training Center

- Prepares journal entries and reconciles general ledger and subsidiary accounts.
- Analyzes and designs new accounting and financial management systems.
- Prepares monthly, quarterly, and annual financial statements for assigned accounts
- Reviews financial documents and materials and assists in Closes books monthly for assigned accounts, corrects, edits, and prepares summaries and reports as needed.
- Maintains assigned payroll / NSSF / VAT records and compiles monthly or quarterly reports.
- Coordinates activities with public and/or private auditors and Balances monthly reports on assigned accounts for the general ledger on expenditure appropriations, revenue allocations, receivables, payables, and inventory.

2013
Beirut, Lebanon

Sales Assistant, www.marinasturbo.com

- Using market and customer information to assist in the development of brand plans.
- Smiling, greeting, and making eye contact with every customer.
- Talking to customers, finding out their needs, and then offering advice.
- Handling customer complaints and returns.
- Execute monthly payroll activities
- Collect, analyze, and summarize business transaction details
- Answer clients' calls, and mailed invoices to the concerned vendor
- Collect overdue from vendors by following up over phone calls, emails, and personal visits

Skills

Familiar with International Financial Reporting Standards ● ● ● ● ●

Ability to manage time efficiently and meet deadlines ● ● ● ● ●

Strong communication skills ● ● ● ● ●

Results oriented ● ● ● ● ●

A good team player ● ● ● ● ●

MC Excel , Microsoft office ● ● ● ● ●

Languages

- Arabic
- English

Interests

Reading

Reading business and financial news

Keep eye on Financial Reporting Standards

Traveling

playing sports

running , swimming, tennis