

ABOUT ME

An articulate, focused, and Capable Accounting professional who has a history of providing Consistent in the financial areas of a business.

CONTACT

@ Diana_hamdan.24@outlook.com

+961 76 064 955

Beirut, Lebanon



EDUCATION

 **BEIRUT ARAB UNIVERSITY**
BA Accounting
June 2018

 **GRAMAR IT**
ICDL
January 2018

languages:

- Fluent in English
- Fluent in Arabic

DIANA HAMDAN

ACCOUNTANT

OBJECTIVE

To engage in a career that allows for progress in terms of expertise, Socio-economic development, and innovation through exposure to new ideas for professional growth, as well as the growth of the company.

EXPERIENCE

MANAGER ASSISTANT (MEA AIRLINE TRAINING CENTER)
(May 2020-Present)

- Maintain cooaboSration between different teams to follow the proposed deadline.
- Prepare monthly payment certificate with engineers.
- Laise between customers, engineers,and staff.

INTERNSHIP

BLOM BANK

(Dec. 2018-March 2020)

- Process transaction related to changes in interest rate and maturity amendments of bank term deposits.
- Retrieves data and prepare the statistics report.
- Prepare branches' weekly and monthly reports.

ACCOUNTANT

MARIO HARIKA ACCONTING

(Oct 2017- Nov 2018)

- Asist with monthly, quarterly, and annual close process, P&L review, and balance sheet account reconciliations.
- Preparing revenue projections and forecasting expenditure.

SKILLS



Communication Skills
Time Management
A good team player
Microsoft office