

Ghida Khansa

5 years of experience in the field of Business which encountered accounting skills, leadership experience, time management, communication and problem-solving skills. Looking for a new opportunity to boost my career experience.



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LANGUAGES

- English (Fluent)
- Arabic (Native)
- French (Basic)

EDUCATION

Sep 2021 – **Master of Business Administration**
Current Lebanese American University – Lebanon.

Feb 2014 – **Bachelor of Science, in Business Administration**
Dec 2017 **with emphasis of Banking and Finance.**
Lebanese American University – Lebanon.

WORK EXPERIENCE

Oct 2020 – **Expenses Senior Associate, Shared Service Centre**
Current **PricewaterhouseCoopers – Lebanon**

- Reviewing the expense reports of staff.
- Handled the payment run.
- Conducted the accounting entries.
- Switching, testing, and launching a new expense submission platform.
- Communicating with different teams and departments to sort pending expenses.
 - Handled the Beirut VAT statutory.
 - Worked on automating the payment run process with the coordination with other teams.

Feb 2018 – **Expenses Associate, Shared Service Centre**
Oct 2020 **PricewaterhouseCoopers - Lebanon**

- Reviewing the expense reports of staff.
- Handled the payment run.
- Conducted the accounting entries.
- Switching, testing, and launching a new expense submission platform.
- Communicating with different teams and departments to sort pending expenses.

Sep 2016 – **Sales representative**
Oct 2017 **MALIK's bookshop – Lebanon**

- Managed the stationary section in one of the branches.
- Coordinated ordering missing products from the warehouse.
- Handled receiving orders from the company's warehouse and supplier.

Core Skills

- Computer Literacy: Proficient in Microsoft Excel Office.
- Leadership experience
- Time management
- Communication skills
- Problem-solving abilities