

Fatima Haidar

junior Accountant



Objective

An adaptable and highly motivated college graduate seeking to obtain an Accounting and Auditing position, I will be able to contribute my skills, knowledge and experience to a company that will give me an opportunity to develop my career.



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Beirut , Lebanon
Jan 26, 2002
Lebanese



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Experience

Mar 2022- May 2022, beirut

▪ Data Entry

Ebtekar Project

I worked on entering data from various source documents into the computer system for storage, processing and data management purposes . I also checked source documents for accuracy , update data and delete unnecessary files and combine and rearrange data from source documents where required .

Sep 2022- Nov 2022, beirut , Bir Hassan

▪ Junior Accountant

SCMP

I have done feasibility Studies on multiple projects .

Education

Sep 2019 - May 2023, Hadath , beirut .

▪ Bachelor

Lebanese University

In my 4 years journey as a accountant student , I succeeded in balancing between my study , work, and personal life . The most important thing to me was to be both efficient and effective in all that I am doing , working hard and yet working smart . I learnt a lot of new skills and expanded my knowledge in many fields related to business administrations not only my major , and that by taking some online courses , and attending a workshop in accounting with PATC center in collaboration with GAAC .

Skills

- Teamwork
- Problem-Solving
- Leadership
- Public speaking
- Handling conflict
- Office administration
- Social media
- ONYX SAGGIO accounting software
- Microsoft Word
- Microsoft Excel
- Power point

Languages

English
Advanced

Arabic
Native

Certifications & Courses

-Certificate given from PATC in collaboration with GAAC :

Practical accounting training workshop on ONYX SAGGIO accounting software .The workshop included : Adding accounts & items , data entry for Purchases & sales invoices , Receipt & payment vouchers , Deal with expenses , Stock control/Production process, Bank transactions, & dealing with projects(contracting companies).

-I attended several Entrepreneur workshops .