

Roaa Khaled Mohammed

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PROFESSIONAL SUMMARY

A results-driven and strategy focused Accountant with advanced education seeking a full-time role in a reputable organization.

Work Experience

Knafet Zaman, Saida, Lebanon

August 2023 - Present

Accountant/Cashier

- Processing cash, debit, credit and check transactions using a cash register
- Balancing the cash register, making change, recording purchases, processing returns
- Balancing cash drawer by counting cash at beginning and end of work shift
- Creating a world-class experience for customers using top-notch communication skills

EDUCATION

Lebanese International University (LIU), Saida, Lebanon

October 2020 – June 2023

Bachelor's in Accounting

GPA: 3.65/4

Dr. Hikmat Sabbagh Yumna El Eid School, Saida, Lebanon

September 2015 – June 2020

Lebanese Baccalaureate – Economics and Sociology SE

SUMMARY SKILLS

Languages: Arabic (Mother Tongue), English (Fluent), and Turkish (Beginner)

Computer Skills: Microsoft MS Office (Word, Excel, Outlook, PowerPoint)

Soft skills: Strategic Planning, Interpersonal Communication, Project Management, Research skills, Time Management, Team Lead