

Dana Sweid

Recent graduate in Banking and Finance

Contact

Beirut, Lebanon
+961 70372590
danasweid02@gmail.com

Key Skills

- Excellent written and verbal communications skills.
- Proficient in Microsoft Office, particularly Excel.
- Statistical Operation: SPSS
- Data entry skills.
- Excellent organizational and time management skills.

Languages

Speaks Arabic, English and French flently.

Profile

A motivated and detail-oriented recent graduate in finance, with strong interpersonal and communications skills. Highly motivated and with a positive outlook. Possess strong analytical skills and enjoy working both independently and as part of a team. As someone who is keen to learn, I am seeking an entry-level position which will enable me to develop my knowledge and skills in a dynamic and professional environment.

Experience

September 2022 — May 2023

Accounting Intern • Atwi Audit Firm , Mreijeh Plaza Center / Beirut.

- Assisted with data entry tasks, including purchase orders, invoices, receipts and expense reports.
- Prepared and filed monthly sales tax returns and reconciled sales tax accounts.
- Assisted with the preparation of payroll, including calculating tax on salaries.
- Assisted with tax filings including income tax and tax on VAT.

Education

Bachelor's degree in Banking and Finance.

- Lebanese University
- Graduation date: 2023