



CONTACT ME

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Aley - Mount Lebanon

EDUCATION

Master 1 Business Management

Lebanese University
With Distinction 2006 - 2007

Bachelor's Degree Business Administration

University/College Details
With Distinction 2003 - 2006

WORKSHOPS

VAT Workshop

Learn Business Center
January 2024

Financial Controller Program

Practical Accounting Academy
Budgeting / Cashflow/ Financial
Reporting/ Taxation
January 2024 - Present

LANGUAGES

Arabic: ●●●●● English: ●●●●●
French: ●●●●● Chinese: ●●●●●

REFERENCE

Mr. Tarek Al Zoor - General Manager
Phone: + 961 03 752 656

RANA SAAB

Chief Financial Officer (CFO) and Administrative Manager

Highly skilled CFO & AM seeking Senior Accountant or Account Manager role. Proven success in financial management. Ready to contribute expertise in reconciliation, accounts receivable, and protocol implementation for organizational growth. Eager to apply comprehensive skills refined through managing budgets, overseeing cash resources, and ensuring internal/external audit compliance for sustained organizational success and growth.

WORK EXPERIENCE

Head of Accounting Department

Shahhar Gharbi Governmental Hospital (SGGH) 2010 - 2022

Led the Accounting Department, implementing protocols, managing financial transactions, and reconciling bank statements. Instrumental in optimizing accounts receivables, ensuring timely debt collection, and contributing to the hospital's financial stability.

Supervisor at Human Resources, Admission and Accounting Office

Shahhar Gharbi Governmental Hospital (SGGH) 2008 - 2010

Oversaw HR, Admission, and Accounting functions, maintaining policies, training staff, and coordinating schedules. Strengthened employee relations and operational efficiency, playing a key role in maintaining accurate records and facilitating payroll processes.

Patient's Accounting / Accounting

Shahhar Gharbi Governmental Hospital (SGGH) 2007 - 2008

Managed patient billing, admissions approval, prolongation, and accurate financial data entry. Ensuring precision in financial records, I played a crucial role in reconciling cash registers and ensuring VAT compliance, contributing to efficient accounting operations and financial integrity. Proficient in handling journals, accounts payables, accounts receivables, trial balances, deductions, and stock management.

COMMUNITY ENGAGEMENT

- Distinction-certified compiler of academic research on "Corporate Governance And its Application in Lebanon."
- At Shahhar Gharbi Governmental Hospital, served as Head of Financial Section in the Emergency Management Team and represented the Human Resources Section.
- Contributed to the Patient Safety and Emergency Plan Committee, Executive Council, and Quality Improvement Committee.
- Led the implementation of FD Financial Department Policies and Standards for Accreditation, overseeing budgeting, cash resource management, debtors and creditors, internal/external audits, and financial data collection and analysis.

SKILLS

MS Office Suite	●●●●●	Leadership	●●●●●
Data Entry & Analysis	●●●●●	Problem Solving	●●●●●
Budgeting & Forecasting	●●●●●	Communication	●●●●●