

Jana Moussa

Beirut, Lebanon

Accountant with 2 Years of Experience

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Account Reconciliation - Cash Flow Management - Auditing

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WORK EXPERIENCE

Accountant, Al Amleya Hypermarket, Lebanon **Jan 2023 – Present**

- Handled the accounting operations for 4 hypermarkets including an OMT branch (entries, transaction tracking, to profit analysis)
- Conducted reviews of invoice data entries, issued payment vouchers to suppliers, recipient vouchers, calculation of expenses, discounts, and net income using CTserve accounting software.
- Integrated Visa card payments into financial records through accurate transaction entries.
- Reconciled 50+ supplier accounts and aligned statement of account details with supplier records.
- Provided support in payroll administration and managed the accounting of salary advances.
- Recorded transfers between branches and between the company bank accounts.
- Conducted daily reconciliation of cashier registers using MS Excel.

Accounting Intern, Aquagreen Energy, Lebanon **Nov 2022 – Dec 2022**

- Utilized Wave Accounting system for managing invoices efficiently.
- Conducted transaction tracking and recording.
- Generated comprehensive financial reports to facilitate informed decision-making.

Accounting Intern, PAP BCA International, Lebanon **Nov 2021 – Dec 2021**

- Completed training on the following subjects using Libra Soft Accounting System:
 - Income tax, PPE, Payroll, VAT
 - Inventory of COGS
 - Reconciling accounts
 - Preparing financial statements
 - Opening ledger Accounts, auxiliary accounts, and fixed assets accounts and cards, and vouchers.

Accounting Intern, APEX Training Center, Lebanon **Mar 2021 – Apr 2021**

- Gained hands-on experience in Bookkeeping and Accounting using Excel and Al Manara Software.

EDUCATION

Master 2 Degree in Accounting and Auditing, Lebanese University **2023 - Present**

Master 1 Degree in Accounting and Auditing, Lebanese University **2021-2022**

Bachelors Degree in Accounting and Auditing, Lebanese University **2018-2021**

- Final Year Project: The going concern assumption in the audit report during covid-19.

TECHNICAL SKILLS & PROFESSIONAL COMPETENCIES

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- Programing language: C.
 - Applications: MS Excel, MS Word, CTserve, Libra, Wave.
 - Competencies: Supplier Management, Payroll Processing, Budgeting, Financial Reporting, Accounts Payable/Receivable.
 - Languages: Write read and speak English and Arabic.

WORKSHOPS AND PROFESSIONAL CERTIFICATION

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- **Budgeting And Forecasting**, BCA International **2020**
 - **Financial Basics**, CentreMine **2021**
 - **Preparing Financial Statements**, BCA International **2022**