

Janamasri

Contact Number: +961 71 515 958 | Email: janamasri000@gmail.com

Nationality: Lebanese | Location: Beirut, Lebanon |

Summary

Recent graduate with a degree in Accounting Information Systems, excelling in coursework related to database management, auditing, and financial analysis. Demonstrated hands on experience through internships, utilizing software such as SAP and Excel for data analysis. Detail oriented, analytical thinker with strong problem-solving skills. Eager to leverage academic achievement and internship experience to effectively contribute a dynamic accounting team .

Experience

.OMT employer **August-September 2024**

.Internship-UCCM company **1/2023-6/2023**

Data entry Specialist and invoicing Clerk

1. Data Entry: inputting financial and numerical data into databases or spreadsheets with precision.
- 2.Invoicing: Generating invoices, ensuring accuracy ni billing details and amounts.
- 3.Record maintenance: Keeping track of financial records, invoices, and receipts for reference and audit purposes.
- 4.Verification: Reviewing data for errors or discrepancies and correcting as necessary.
- 5.Communication: coordinating with other departments or clients to resolve discrepancies or obtain missing information.
- 6.Organization: maintaining an organized filing system for easy retrieval of documents.
- 7.Reporting:Assisting in the preparation of financial reports or summaries .

.Participated in seminar audit activities **03/2023**

Lebanese international university

Education

Bachelor of business administration in accounting information system

Lebanese international university-2024

High school baccalaureate in sociology and economics

Hariri III high school -2019

Skills

hard worker ,excellent communication skills ,system analysis , financial reporting,data analysis,accounting organizational skills,time management

Languages

Arabic (native) French(fluent)

English(fluent)