

Sajida Amhaz

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OBJECTIVE

Seeking a full-time job within the field of accounting that will challenge me and allow me to use my education, skills, and past experiences in a way that is mutually beneficial to both myself and your institute and allow for future growth and advancement

EDUCATION

From 09/2013 to 07/2014	Al-Ghoubeiry III High School for Girls Lebanese Baccalaureate: Official in 2014 - Economics and Sociology	Beirut, Lebanon
From 10/2014 to 08/2016	Al-Imdad Institute TS in Accounting	Beirut, Lebanon

EXPERIENCE

From 05/2025 to 06/09	Poule D'or Position held: Accountant <ul style="list-style-type: none">• Preparing and examining financial records, reports, and statements• Ensuring accuracy and compliance with accounting standards and regulations• Managing accounts payable and accounts receivable processes• Preparing financial reports• Supporting budgeting and forecasting activities• Assisting with audits and tax preparation (TVA, etc.)• Bookkeeping on Al-Amin system• Providing support during financial planning and analysis	Beirut, Lebanon
From 07/2017 to 05/2024	Lebanese Advance School Position held: Accountant <ul style="list-style-type: none">• Keeping accounts of the school• Preparing statements of financial activity• Keeping analysis of costs• Managing the financial management functions within the school• Reporting and advise on school finances• Examining financial statements to ensure accuracy and compliance with existing laws and regulations• Monitoring spending and budgets• Advising on how to reduce costs and increase profits• Compiling and presenting financial and budget reports• Coordinating schedules of classes and exams• Interviewing interns and new employees• Preparing and presenting financial reports to senior management• Collecting school fees and following up with parents• Preparing budget lines and salaries for the employees• Finishing purchasing processes for the school• Data entry for all invoices and receipts on e-school system	Beirut, Lebanon

WORKSHOPS

- Workshop on Accounting using Excel (November 2021)
- Workshop on Cash Flow (October 2021)
- Workshop on Letter of Credit (September 2021)
- Training on Paradox System (January 2021)

CERTIFICATES

May 2021	Bookkeeper Accounting Training Academy Certificate of Achievement: Level 2 Accounting Training Course	Beirut, Lebanon
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January 2021	Bookkeeper Accounting Training Academy Certificate of Attendance: Paradox System	Beirut, Lebanon
September 2021	Bookkeeper Accounting Training Academy Certificate of Attendance: Letter of Credit	Beirut, Lebanon
October 2021	Bookkeeper Accounting Training Academy Certificate of Attendance: Cash Flow	Beirut, Lebanon
November 2021	Bookkeeper Accounting Training Academy Certificate of Attendance: Accounting using Excel	Beirut, Lebanon
December 2021	Bookkeeper Accounting Training Academy Certificate of Attendance: Communication Skills	Beirut, Lebanon
January 2022	Bookkeeper Accounting Training Academy Certificate of Attendance: hard and soft skills	Beirut, Lebanon
February 2022	Bookkeeper Accounting Training Academy Certificate of Attendance: Writing Skills	Beirut, Lebanon
March 2022	Bookkeeper Accounting Training Academy Certificate of Attendance: Course in Taxes- NSSF- VAT	Beirut, Lebanon

TRAINING TOPICS

- Purchase Invoices
- Sales Invoices
- Payment Vouchers
- Receipt Vouchers
- Invoices
- All kinds of Journal Vouchers
- Accruals and Prepaid Expenses
- Income statements
- Balance sheets
- Wizard system

SUMMARY SKILLS

COMPUTER SKILLS: MS Word, Excel, PowerPoint, Wizard.

LANGUAGES: Fluent in English and Arabic.

SOFT SKILLS: Leadership, Communication, Team-Building, Organization, Management, Public Speaking.

REFERENCES

Available upon request