

# Jana El Hajj Sleiman

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Accounting graduate with internship experience in audit, tax, and financial reporting. Currently pursuing a Master's degree, eager to apply technical knowledge and analytical skills in a professional environment.

## EDUCATION

**Antonine University (UA)**, Zahle, Lebanon

Sep 2022

Bachelor's in Business Administration – major in accounting and audit

GPA: 3.3/4

Graduation date: Spring 2025

**Antonine University (UA)**, Baabda, Lebanon

Master's degree in accounting (In progress- expected 2027)

**Al Mostafa High School**, Kassarnaba, Beqaa, Lebanon

July 2022

Baccalaureate in General Science (GS) with 16.2/20

## EXPERIENCE

**Charbel Srour Audit Firm**, Beqaa, Zahle

Audit Intern

July-August 2025

- Assisted auditors in **testing internal controls** and reviewing client compliance with Lebanese accounting standards.
- Supported the preparation of **VAT declarations and payroll/NSSF filings** for multiple clients.
- Conducted monthly **bank reconciliations**, resolving discrepancies in a timely manner, resulting in a **98%** accuracy rate.

**Master Chips**, Beqaa, Ferzoul, Lebanon

June-July 2024

Accounting Intern

- Recorded supplier invoices and customer payments, ensuring accuracy in accounts payable and receivable.
- Analyzed **inventory and production costs**, supporting cost-control decisions.
- Assisted in preparing **monthly financial statements** and presented key variances to the chief accountant.

**DIFCO Group**, Beqaa, Ferzoul, Lebanon

August 2024

Accounting Intern

- Posted **journal entries** for revenue, expenses, and accruals, reinforcing knowledge of the double-entry system.
- Conducted **budget vs. actual variance analysis**, preparing explanations for discrepancies in operating expenses.
- Assisted in **corporate tax return preparation** by gathering supporting schedules and verifying reported figures

## EXTRACURRICULAR ACTIVITIES

**An active member of the business student society at the university**

Contributed to organizing networking events, workshops, and guest lectures, connecting students with industry professionals.

**Lebanese Scouts**, Beqaa, Lebanon

2015 - Present

**Scouts Leader (Team leader, Initiatives Motivator, and Moderator)**

- Lead youth programs, organize camps for over 150 participants, and manage team initiatives.
- Organized a medicine distribution campaign during the economic crisis, providing essential medications to over 300 people in need.

## SKILLS

- Languages:** Arabic (Native), English (Fluent), French (Intermediate)
- Technical:** MS Office (Word, Excel, PowerPoint, Access), Accounting Software (Software Plus, Oracle).
- Soft:** Analytical Thinking, Attention to Detail, Time Management, Teamwork & Collaboration, Critical Thinking.
- Interests:** Community Service, Continuous Learning, Leadership Development, Financial Analysis.