

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.