

# JANA EL OSTA

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Dependable accountant with 6 years of experience in accounting, financial administration, and reporting. Seeking an opportunity in a dynamic and growth-oriented company to apply best practices and contribute to building efficient, accurate, and value-driven finance operations. Comfortable working independently or within a team and always eager to learn, adapt, and take on new challenges.

## EXPERIENCE

JUL 2022 – CURRENT

### FINANCE ADMINISTRATION OFFICER, EXUS SOFTWARE LTD

- Develop & maintain financial policies and procedures (Invoicing & collection policy).
- Managed accounts receivable, including issuing invoices, following up on collections, and implementing an automated AR software for automated email reminders to secure incoming cash flow.
- Ensuring that all invoices received are booked in the system and reconciling advance payments to ensure that all invoices are received.
- Processed payments in a timely and accurate manner, in line with invoice terms.
- Monitored the organization's cash flow and managed banking relationships, including end-of-month payments.
- Participated in EU project audits, ensuring compliance with applicable regulations and funding requirements.
- Provided administrative support, including file management and recordkeeping.
- Managed the complete accounting cycle of the sister company, including journal entries, reconciliations, and month-end closings.
- Reconciled all accounts across multiple entities, including detailed tracking of allocation groups and cost centers to ensure accuracy in financial reporting and budget control.
- Assist in quarterly closures and the preparation of all financial reports, ensuring compliance with internal deadlines and accuracy of financial data.

NOV 2020 – JUL 2022

### ACCOUNTANT, DAHER FOODS

- Performed monthly bank reconciliations and general ledger account analyses
- Managed expense reports for bank and credit card reconciliations
- Owned monthly analysis of general ledger reconciliation and performed adjustments as needed
- Owned the maintenance and tracking of inter-company loan schedules to ensure all deadlines were met
- Issued supplier payments and managed the invoice lifecycle.
- Performed supplier account reconciliations
- Coached and onboarded 2 junior accountants

JUL 2019 - NOV 2020

**JUNIOR ACCOUNTANT, SOMOPLAST**

- Issued client invoices
- Ensured receipts entry and validation
- Double checking that the order matches the invoice

**EDUCATION**

Antonine University 2019 - 2021

**MASTERS OF SCIENCE IN BUSINESS ADMINISTRATION** GPA: 3.5

Antonine University 2016 - 2019

**BACHELOR OF BUSINESS ADMINISTRATION**

**SKILLS**

- ERP Software (Oracle JD Edwards, My Dolphin, XERO, Pylon)
- Advanced Excel (v-lookups, pivot tables)
- Interpretation of Financial Data
- Expense reporting
- Tax accounting
- Office 365
- Power BI