

ALANDRA G. GHANTOUS

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EDUCATION

AMERICAN UNIVERSITY OF CULTURE AND EDUCATION

Master of Business Administration

Beirut, Lebanon

2021– 2022

Al Kafaat University

Accounting and Finance

Beirut, Lebanon

2017– 2021

EXPERIENCE

Librarie Antoine

Senior Accountant

Beirut, Lebanon

February 2025- Present

- Supervises cash transactions and the team of cashiers
- Supervises banking transactions and reconciliations of statements
- Prepares wire transfers for the suppliers
- Prepares bank confirmation letters on a yearly basis for the auditors
- Check all invoices(non-commercial), engagement letters and signatures and give the approval to pay and approve the entire accounting transaction process.
- Ensures accuracy, timelines and completement of all tasks done by the cashiers.
- Monitor cashflows
- Requests for bank checks
- Prepares all correspondence letters for banks
- Prepare reports on a weekly basis related to banks
- Control all accounts related to credit card payments
- Control by the end of each week the cash count done daily by the senior cashier
- Prepare the related reports for the Finance Director
- Control the execution of salaries
- Assist the auditors with client's statements of accounts
- Assist in preparing budget forecast
- Assist the team in the pending tasks
- Perform other duties as assigned

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ)

Project Manager/ Reporting Expert

Beirut, Lebanon

August 2022- January 2025

- Define project objectives, scope, roles and responsibilities.
- Prepare budgets for approval.
- Carry out additional tasks as directed by the general manager.
- Write proposals for new projects as requested by the upper manager.
- Maintain communication and connections with all necessary stakeholders.
- Determine and reduce possible hazards.
- Adjust any changes in the project
- Prepare project plans and schedules.
- Track project activities and prepare reports for the upper management.

- Define financial and human resource requirements,
- To monitor and evaluate the project reports on time.

L'Artisan du liban
Accountant Assistant

Beirut, Lebanon
Dec 2021 – Jan 2025

- Support duties related to accounts payable and accounts receivable functions.
- Assist with the preparation of financial and statistical statements and reports
- Analyze financial information to identify discrepancies
- Research and resolve discrepancies in a timely fashion
- Maintain confidentiality of all financial data
- Interpret and apply accounting policies, rules, and regulations to all work to ensure compliance with applicable standards
- Compile and prepare routine reports and summaries
- Organize the bookkeeping processes of the company.
- Reconcile financial books including incoming and outgoing funds.
- Participate actively in the reduction and control of accidents and incidents.
 - Participate actively in the development and improvement of the quality management system (procedures, KPI, quality internal audit,)
- Compute taxes and prepare tax returns
- Manage all accounting transactions
- Manage balance sheets and profit/loss statements.
- Resolve accounts payable and receivable issues or queries.
- Manage journal transactions, daily transactions, list of receipts/payments, vat reports, and trial balance.
- Speak to clients about payments, refunds, and statements.
- Ensure accuracy of financial statements, making sure that the final figures on statements are correct.
- Maintaining journal and general ledger entries.
- Preparing the database of the organization, profit and loss report.

Voix Du Liban
Accountant Assistant

Beirut, Lebanon
Nov 2019–Aug 2021

- Processing tax payments and returns
- Manage all accounting transactions
- Handle monthly, quarterly, and annual closings
- Manage balance sheets and profits/loss statements
- Performing administrative duties such as preparing invoices and updating accounting files, as when required
- Preparing and verifying expense reports and statements.
- Assisting the accounting team in researching and analyzing financial data.
- Analyze financial data
- Provide administrative support as needed.
- Using accounting software when performing accounting duties such as generating financial reports.
- Ensuring completion of assigned tasks as per the timeline provided.
- Prepare schedules and journal entries for account reconciliations.
- Assisting with daily reports

Internship

Master Chips – Delta Trading SAL, Dikwaneh
Accounting and finance

Beirut, Lebanon
Sep 2021 – Oct 2022

- Customer statements and customer targets.
- Analyze financial information and prepare balance sheets.
- Coordinate with management and staff to prepare budgets.

- Data entry
- Maintaining and completing financial records.
- Preparing financial reports (balance sheets, income statements, invoices)
- Organizing a financial filing system that is easily accessible.
- Assisting in the collection and preparation of monthly financial reports.
- Undertaking data entries and balance sheet reconciliations.
- Preparing and verifying expense reports and statements

Skills

- Languages: Arabic (Native), English (Fluent), French (Basic)
- Computer Skills: Visual Dolphin, Paperbricks, Pims, Brix, Chorus, B to S, JD Edward, Microsoft Office (Microsoft Word, Excel, PowerPoint), SPSS, Qlik, Kobo toolbox.

