

# ALANDRA G. GHANTOUS

Ain Saade , Lebanon

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## EDUCATION

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### 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

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### 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**

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**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**

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- 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.

