

Dana Sweid

Professional Summary

Motivated and enthusiastic finance professional with hands-on experience in accounting, accounts payable, and financial operations. Strong attention to detail, solid analytical skills, and proficiency in ERP systems. Eager to contribute to a dynamic organization while continuing professional growth.

Contact Information

Email: Danasweid02@gmail.com

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Education

Master's Degree in Progress - **Banking & Finance** - Antonine University, Baabda

Bachelor's Degree 2019 -2023 - **Banking & Finance** - Lebanese University, Hadath

Professional Experience

Accounts Payable Accountant – CMA CGM GBS | July 2024 – Present

- Reviewed and verified supplier invoices for accuracy and compliance with internal controls.
- Ensured timely and accurate invoice posting through coordination with booking and finance teams.
- Managed supplier payments in line with agreed terms and deadlines.
- Reconciled accounts payable balances and investigated discrepancies.
- Utilized ERP systems including Oracle and SAP to optimize processing efficiency.
- Supported month-end closing activities and ad-hoc financial reporting.
- Maintained strong supplier relationships and resolved disputes efficiently.

Junior Accountant – Cuisine D'Art | December 2023 – June 2024

- Recorded financial transactions including journal vouchers, payment vouchers, and receipt vouchers.
- Managed HR records related to attendance, absences, and payroll support.
- Posted and processed journal entries.
- Oversaw accounts receivable and payable functions.
- Prepared bank and supplier reconciliations.

Accounting Intern – Atwi Audit Firm | September 2022 – May 2023

- Assisted with data entry of invoices, purchase orders, receipts, and expense reports.
- Prepared monthly sales tax returns and reconciled tax accounts.
- Supported payroll preparation and tax calculations.
- Assisted with income tax and VAT filings.

Skills

- Microsoft Office (Advanced Excel)
- ERP Systems: Oracle, SAP
- Financial Reconciliation
- Attention to Detail
- Time Management
- Analytical and Problem-Solving Skills

Languages

English: Fluent

Arabic: Fluent

French: Intermediate