

# Diana Shawki Kaiss

## Finance - Accountant

**Address:** Beirut, Lebanon | **Phone:** +961 76 787 086

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## Professional Summary

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Dedicated and creative Accountant, Line Commercial Support Officer, and Commercial Analyst with over 5 years of experience in logistics, shipping, and food & beverage industries. Experienced in financial management, bid preparation, service management, productivity optimization, quality control, and safety measures. A strong leader who excels in collaborative environments, effectively engaging with clients and coworkers to ensure timely service delivery and technical feasibility. Seeking a role that fosters intellectual, professional, and personal growth while allowing me to leverage my expertise to contribute to team and organizational success.

## Experience

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### ACCOUNTANT – 08/2025 to 11/2025

#### STRAIGHT AS, Beirut, Lebanon

- Worked on multiple client accounts, preparing **profit and loss (P&L) statements** and detailed **management reports** to support decision-making.
- Conducted audits for diverse clients, verifying compliance with accounting standards and financial procedures.
- Reviewed partner and client financial statements to ensure transparency, accuracy, and proper fund allocation.
- Took responsibility for preparing and submitting **financial declarations and reports** in line with regulatory and organizational requirements.
- Assisted senior auditors in compiling audit findings, documentation, and recommendations for internal process improvements.
- Ensured proper documentation and filing of audit work papers, maintaining consistency and traceability across projects.

### JUNIOR ACCOUNTANT – 03/2024 to 07/2025

#### THE KEY HOTEL, Beirut, Lebanon

- Validated invoices for accuracy and adherence to company policies, ensuring timely payments to vendors while safeguarding company finances.
- Reconciled bank statements, identifying and resolving discrepancies to maintain accurate financial records.
- Maintained petty cash control, ensuring proper record keeping and adherence to financial regulations.
- Prepared journal vouchers and invoices for various accounting functions, improving efficiency and accuracy in financial data processing.
- Performed account reconciliations, gaining valuable experience in identifying and resolving discrepancies to ensure data integrity.
- Compared customer collections to invoices, ensuring accurate revenue recognition according to accounting principles.
- Provided clerical, organizational, and office support to the accounting department, fostering a productive work environment.
- Managed cash disbursements, ensuring accurate and timely payments to vendors and employees, following company policies and procedures.

### LINE COMMERCIAL SUPPORT OFFICER – BIDS & TENDER ANALYST – 03/2023 to 09/2023

#### CMA CGM, Beirut, Lebanon

- Preparation of Bids & Tenders (compilation of Rates, Surcharges, Boilerplate and Qualitative Issues) within the guidelines of the applicable regulatory bodies and CC standard processes and guidelines using the Bid system as a primary tool.
- Ensure timely and accurate creation of Bid Working File for the use of Trade Pricing to input its rateresponse.
- Ensure timely and accurate submission of the bid to Sales, upload of the bid to an online portal designated by the account.
- Ensure timely and accurate submission of customer-specific rate spreadsheets for large accounts either on conventional
- Excel document or via an internet bid portal commissioned by the account for account's purpose only.
- Perform other duties or special projects relevant to the department/company from time to time as deemed necessary by management.

## Education

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**Bachelor's Degree in Financial Engineering – 2022**

Sagesse University, Lebanon

**Entrepreneurship & Innovation - Present**

American University of Beirut, Lebanon

## Volunteer Experience

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**International Red Cross**

**Lebanese Red Cross: Emergency Medical Service | Youth Department**

## Language

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**Arabic:** Native | **English:** Fluent

## References

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### **1. TIA GEORGE YANNI**

HR COORDINATOR

The Key Hotel

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Direct Supervisor

### **2. SHANT DEROIAN**

CHEF ACCOUNTANT

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Line Manager