

Sana Takkoush

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OBJECTIVE

Seeking a full-time job in the business field.

EDUCATION

Lebanese American University (LAU), Beirut, Lebanon

Sep 2023 – Expected in May 2026

Bachelor of Science in Business Studies – Accounting Emphasis

CGPA 3.83/4.0

50% Merit Tuition Scholarship

Ali Ben Abi Taleb, Makassed, Beirut, Lebanon

Sep 2020 – May 2023

Lebanese Baccalaureate Degree – Economics & Sociology Field

EXPERIENCE

PwC (PricewaterhouseCoopers), Beirut, Lebanon

Jun – Aug 2025

Core Tax Intern

- Assisted the team in preparing employee payroll, income tax, and NSSF declarations.
- Recorded journal entries and organized client financial data on Excel for tax reporting.
- Reviewed salary, tax, and NSSF data, and verified supporting documents.

La Levantine Daher & Cie, Beirut, Lebanon

Oct 2024 – Jun 2025

Accounting Assistant

- Handled shipment accounting for an international freight forwarding and logistics operation.
- Recorded journal entries, receipts, payments, invoices, and maintained financial data using excel.

King Jouet Liban, Beirut, Lebanon

Dec 2025

Sales Associate

- Achieved the daily sales target and kept record of the sales.
- Assisted customers with gift selection during Christmas season.

WORKSHOPS & CERTIFICATION

Professional Certifications:

PwC ElevateME – Corporate Sustainability Mentorship Program

Jan 2026 – Present

220 Hour Volunteering Certificate – Ali Ben Abi Taleb, Makassed

Apr 2021 – Aug 2022

LinkedIn Learning Certifications:

HR Foundations | HR Strategy | Talent Acquisition | HR Metrics | People Analytics

March 2026

EXTRA-CURRICULAR ACTIVITIES

Secretary – Accounting Club – LAU, Beirut, Lebanon

Feb 2026 – Present

Member – Aiesec (Youth-led Organization) – Beirut, Lebanon

Aug – Oct 2025

SKILLS

Computer Skills: MS Office (Word, Excel, PowerPoint, Outlook), Visual Dolphin, Accounting System, Shipping Shortcut, Dynamics 365 Business Central, Tableau.

Languages: Arabic (Native), English (Fluent).