

HALA TABAJA

Beirut, Lebanon

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EDUCATION

Published Research Paper about “The Impact of Board Composition on the Level of ESG Disclosures in GCC Countries”
(*Sustainability Accounting, Management, and Policy Journal*) **2019**

Lebanese American University (LAU), Beirut, Lebanon

Master in Business Administration-MBA-GPA 4/4

Spring 2018

Earned full graduate assistantship for 2 years

Bachelor of Sciences in Business Studies – Emphasis in Accounting-GPA 3.81/4

Spring 2016

Earned 10%-20% Honor Scholarship for 2 years

WORK EXPERIENCE

Hikma Liban-Beirut, Lebanon

Account Receivable Accountant

July 2020-Dec.2021

- Entered data on SAP software
- Issued accounting vouchers
- Controlled cash counts from salesmen and drivers
- Prepared daily report for cash in (collected) through a track-sheet
- Reconciled the cash ledger daily after performing cash collection and data entry
- Reconciled cash, checks, and clients' accounts
- Approved expiry and returns (far and near)
- Performed daily/weekly revenue recognition
- Assisted in the performance of monthly clearance of clients' accounts
- Assisted the Senior Accountant with the inventory count
- Reviewed/audited the receipt and return vouchers on monthly basis
- Filed and documented as per accounting best practice
- Carried out any additional tasks related to accounting that are required by direct manager

Al Bayan Office for Auditing and Accounting, Beirut, Lebanon

Accounting and Audit Trainee

July 2019-June 2020

- Entered data and transactions through Libra Financial software (IDS)
- Entered records on Silicon software
- Reconciled cash, checks, and bank accounts through IDS
- Calculated payroll (including NSSF and income tax) and TVA

Lebanese American University-Beirut, Lebanon

Graduate Assistantship & Employment in the Business Computer Lab

Fall 2016-Spring 2018

- Performed supervising and monitoring responsibilities
- Trained Lab assistants and students
- Assisted professors and students in SPSS, Thomson Reuters, Excel, Access, and Word
- Proctored students

Research Assistant with the Interim dean of the Adnan Kassar School of Business and the Department of Finance & Accounting **Summer-Fall 2017**

- Collected, compiled, and analyzed data
- Conducted and reported market research
- Collected references from Google Scholar and LAU Libraries

- Collaborated in the writing of research papers

Private Tutoring and Training

2013-present

- Related Courses: Accounting, Managerial Finance, and Quantitative Business Analysis
- Related Software: Thomson Reuters and SPSS

INTERSHIPS

Accounting and Audit Trainee

June-August 2016

- Reviewed and analyzed financial reports
- Assisted in the preparation of financial reports
- Inspected checks, bills, and vouchers to confirm records are accurate
- Filed, recorded, compiled and transmitted financial records

Talal Abu Ghazale, Beirut, Lebanon

Audit Trainee

June 2015

- Reviewed and analyzed financial reports
- Filed, recorded, compiled and transmitted financial records

EXTRACURRICULAR ACTIVITIES

WORKSHOPS & TRAININGS

HR Data Analytics Workshop at LAU	2020	The General Accounting Structure	2019
The Salaries and Wages Tax System in Lebanon	2019	The Lebanese Chart of Account	2019
The Lebanese Social Security and Income Tax	2019	Money Smart	2019
Conducting Accounting Journal Entries	2019		

VOLUNTEER WORK

Accounting Club at LAU	2016	International Affair Club at LAU	2015
Debate Club Program at LAU	2016	Social Work Club at LAU	2016
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CERTIFICATIONS /AWARDS

Master's Project acceptance in ICOM	2017	Certification of Honor at LAU	2015-2016
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SKILLS

Hard Skills:

- COMPUTER: Microsoft Office (Word, Excel: Formulas, Pivot Table, VLook-up, HLook-up and Mega-Stat; Power Point, Access), SAP, Libra Financials (IDS), Silicon, Paradox, Tableau, SPSS, Thomson Reuters, POM-QM, and Capsim)
- Data analysis
- Data Entry and bookkeeping

Soft Skills:

- Communication
- Ability to work under pressure
- Decision-making
- Time management
- Adaptability

Languages: English and Arabic