



# DANIA KHALIFEH

daniakhalifeh@hotmail.com

General Accountant

## Address

Tarik Al-Jadidah, Beirut.

## Phone number

+961-71-797-121.

## Date of Birth

24.07.1991

## PROFILE

Administrative Professional with a background in Accounting.

## SKILLS

- ✓ Good communication - written and oral skills
- ✓ Excellent conceptual and analytical skills
- ✓ Effective interpersonal skills

## PERSONALITY

- ✓ Organized
- ✓ Trustworthy
- ✓ Positive
- ✓ Self-Motivated

## SOFTWARE SKILLS

Microsoft Word	●	●	●	●	●	●
Microsoft Excel	●	●	●	●	●	●
Microsoft Outlook	●	●	●	●	●	●
Microsoft Powerpoint	●	●	●	●	●	●

## LANGUAGES

English	●	●	●	●	●	●
French	●	●	●	●	●	●
Arabic	●	●	●	●	●	●

## EDUCATION

2009 - 2013

### Beirut Arab University

Faculty of Commerce & Business Administration-  
Management.

## EXPERIENCE

02.2014 - 07.2017

### Inteltec

General Accountant

Responsibilities:

- Provide accounting & clerical support to the accounting department.
- Type accurately, prepare and maintain accounting documents and records.
- Prepare bank deposits, general ledger postings and statements.
- Reconcile accounts in a timely manner.
- Daily enter key data of financial transactions in database.
- Provide assistance and support to company personnel.
- Research, track and restore accounting or documentation problems & discrepancies.
- Function in accordance with established standards, procedures and applicable laws.
- Prepare timely checks for suppliers.

06.2012 - 08.2012

### Dreams Suites & Royal Garden

Hotel Receptionist

## HOBBY



Traveling



Painting