

Danielle Hajjar

Accountant

New Rawda, Beirut, Lebanon -- Tel: +961-70-184212 -- Email: danielahajjar@gmail.com

Multitasked, creative & self-motivated person holding a master's degree with Six years of experience in posting of daily accounting transactions into general ledger, preparation of bank reconciliations, financial reports and business plans, following up supplier's and customer's account and payments, NSSF. In addition of computer & Language skills.

Working Experience

- Est. Shaya & Azar SARL , Accountant, February-2013 till Present
- Joseph Hajjar Est. ,Accountant, July-2012 till December-2012
- Bcom Offshore SAL, Junior Accountant, October-2011 till June-2012
- Beirut Eye Specialist Hospital SARL, Administration Assistant, November-2010 till April-2011

Education

- English FCE , ALLCS, 2012
- Master 1 in Accounting & Auditing, Lebanese University, 2010-2011
- BA in Accounting & Auditing, Lebanese University, 2006-2009
- Lebanese Bachelor in Socio-Economics, Collège Sacré-Coeur, 2005-2006

Skills

- **Accounting & Administration:**
 - Preparing, examining, establishing tables of accounts, and assigning entries to proper accounts, and printing daily & annual journals for filling.
 - Developing, maintaining and analyzing budgets, preparing special financial reports, business plans and reporting to management regarding the finances of establishment, petty cash controls.
 - Liaising with managerial staff, colleagues, client and supplier following up on accounts and preparing payments and administering payrolls.
 - Controlling income and expenditure.
 - Coordinating and resolving various issues with bank such as cleared check differences, bank fee anomalies, targeted balance calculations and enhancements to online services, and Bank statements reconciliation.
 - NSSF.
 - Performed general office duties, administrative & marketing tasks.
- **Computer:**
 - Microsoft Office (Excel, Word, Power Point, Outlook)
 - Visual Dolphin
- **Language:**
 - Arabic, English, French.