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|  | **Rola Jajieh** |  | | |
| Address: Beirut  Driving License: Yes.  Mobile : 76 776468  Email: r.jajieh@hotmail.com |
| **Career Objective** | | | |
| An accounting graduate looking for a challenging position in accounting and finance where I can utilize my skills, put my learning into practice and make a contribution. I’m eager to learn and excited about beginning my new career in an organization that offers opportunities to learn and develop my accounting skills. | | | |
| **Education** | | | |
| **Bachelor of Business Administration**  Al MANAR University of Tripoli, Tripoli – Lebanon  Major: Accounting, Minor: Finance and Management | | *2011 - 2014* | |
| **Bac Technique 3**  Al Kouliya Islamiya, Tripoli - Lebanon  Emphasis: Accounting | | *2008 - 2009* | |
| **Employment History** | | | |
| **President of the Bar Office of North Lebanon - Abed el Razak Dabliz Office**  **Office Manager**  Responsibilities:   * Preparing annual budget * Received money and checks, recording all cash activity on daily basis. * Processing accounts payable invoices * Responsible for the office financial accounts * Filed Spreadsheets / Reports. | | *2009 - 2015* | |
| **Personality Traits** | | | |
| * Strong analytical and problem solver. * Highly trustworthy, discreet and ethical. * Dependable, organized and able to deal with multiple workloads at the same time. | | |  |
| **Technical Skills** | | | |
| * Well versed with MS Office (MS Word, MS Excel and MS PowerPoint). * Basic Knowledge of Dolphin and Daisy, well experienced in PeachTree. * Advanced Internet user. * Data Entry Specialist. | |  | |

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|  | **Professional Skills** | | |
| * General Ledger * Unadjusted trial Balance * General journal * Adjusted trial balance * Income Statement * Balance Sheet   I have mastered all the above accounting Statements on PeachTree during my studies. | |  |
| **Personal Details** | | |
| **Age:** 24 Years old.  **Languages known** : Arabic , English , French  **Leisure**: Tourism, Basketball, Football, Shopping, Music.  Used to be member of al MANAR University of Tripoli Basketball team for 2 years. | |  |
| **References** | | |
| **Ahmad Kabbara**  Telecommunication and Network Engineer  Site & Presales Engineer at LUNASAT  Beirut, Lebanon.  M: +961 71 418179  Email: ahmad\_kabbara\_89@hotmail.com | **Adel Mourad**  Dean of Faculty of Arts and Science  Al MANAR University of Tripoli  Tripoli, Lebanon.  T: +961 (0)6 428801/800 | |