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|  | **Rola Jajieh**  |    |
| Address: BeirutDriving License: Yes. Mobile : 76 776468Email: 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 – LebanonMajor: 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.
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| **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 EngineerSite & Presales Engineer at LUNASATBeirut, Lebanon.M: +961 71 418179Email: ahmad\_kabbara\_89@hotmail.com | **Adel Mourad**Dean of Faculty of Arts and ScienceAl MANAR University of TripoliTripoli, Lebanon.T: +961 (0)6 428801/800 |