**Tania Jean Khaled**

**PERSONAL DETAILS**

**Date of Birth:** 4 February1986

**Marital Status:** Single

**Nationality**: Lebanese

**Address**: Jean Khaled building #1, Voie13, Mount Lebanon, Byblos, Lebanon,
**Phone:** Mobile (+961) 70 529947 Home (+961) 9 737208

**E-mail**: taniajkhaled@gmail.com - taniakaled@hotmail.com

**CAREER HISTORY**

***Centre Medical de la Femme-Byblos September 2012 - till present*** *Senior Accountant*

***Duties:***

* Supporting Management Accountants as required.
* Daily inputting of sales & purchase invoices to the finance system.
* Identifying and promoting cost-reducing measures.
* Control of authorization and payment of purchase invoices.
* General ledger maintenance & purchase & sales ledger data entry.
* Updating & entering journals for sales revenue and other transactions.
* Processing of sales invoices, expense & credit card claims.
* Reconciliation of sales ledger accounts.
* Maintenance of old debt accounts.
* Train other Finance Assistants with new areas of work.
* Filing, archiving & photocopying of invoices, statements and correspondence.
* Ad hoc analysis of costs and revenue generation figures.
* Involved in preparing and delivering capital expenditure plans.
* Logging, investigating and resolving supplier invoices under query.

***Centre Esthétique de la Femme-Byblos January 2014-April 2016***

*Senior Accountant*

***Société Générale de la Banque au Liban (SGBL) July 2012-August 2012***

*Internship (teller, personal banker)*

***Khaled pour le Commerce-Byblos July 2009-January 2014***

*Senior Accounting*

***Pro studio-Byblos***

*Accounting, Storekeeper* ***November 2009-June 2012***

***Byblos Bank, trade Finance***

*Trade finance,SigCap department* ***February 2009-june 2009***

***Abi Nader Super Shop-Byblos***

*Assistant accountant* ***October 2008-January 2009***

**EDUCATION QUALIFICATION**

**ISAE- CNAM- Nahr Ibrahim – Lebanon 2012 - 2016**

Bachelors in Law, Economics and Financial Analysis

**Lycee Adonis - Byblos- Lebanon 2005 - 2008**

Diploma in Audit (TS)

**Noyau Theatral - Amchit – Lebanon 2005 - 2007**

Diploma in theater

**Institute Al Abjadieh – Byblos –Lebanon 2002 – 2005**

Computer and accounting (BT)

**COMMUNICATION AND IT SKILLS**

**Languages**

 Arabic: Native Language.

 French: DELF B1- pro
 English: BULATS B1/2 - Intermediary

**Computer knowledge**

Word, Excel, PowerPoint, Access, Internet, accounting program (Dolphin, Atlas, Matrix), Photoshop.