Sarah Samir Jamal El Dine\_\_

**Personal** Date of Birth: 22 August, 1980

**Details** Marital Status: Married

Nationality: Lebanese

Email: sarah.j.d@live.com

Phone: 03-061-210

**Objectives** Seeking a managerial position at a well known organization to devote my

remarkable experience in Finance and Accounting while continuing to professional growth and achieving the company’s goals and objectives.

**Experience** May 2011 – Nov. 2013

**Mena Invest S.A.L., Chief Accountant**

My responsibilities include the following:

* Reporting to the Central Bank of Lebanon and to the Lebanese Banking

Control Commission;

* Monitor compliance with GAAP, IAS, IFRS in addition to regulatory

requirements & stipulated laws;

* Maintain proper audit trails, verification and reconciliation actions for

all processed work;

* Conduct monthly and year-end closing processes;
* Create accounting parameters;
* Prepare and review yearly budgets;
* Prepare monthly, quarterly and yearly Financial Statements including balance sheets, income statements and cash flow statements;
* Perform payroll administration;
* Prepare tax requirements (VAT, CNSS, income tax, etc.);
* Liaise with external auditors, the Central Bank of Lebanon and the Banking Control Commission for the execution of auditing assignments.

Nov 2009 – April 2011

**Global Holidays (S.A.R.L.), Chief Accountant & Financial Manager**

My responsibilities included the following:

* Accounting Department Manager handling five (5) different companies; ( Nas Air, Air Arabia, Wataniya airways, GTA by travel port, Planet Travel and Tours and Air Arabia Cargo)
* Performed internal control functions;
* Conducted the yearly budget
* Performed monthly profit & loss statements
* Performed cash flow analysis
* Carried out payroll administration activities;
* Prepared tax requirements;
* Issued the relevant financial statements.

July 2007 – Feb 2009

**Aluminium Experts Company (Alexco), Chief Accountant**

The scope of work performed included the following:

* Establishing control over the accounting function
* Evaluating the process of preparing and posting journal entries and disclosing/communicating outcomes.
* Tax (income tax, vat, and payroll)
* Social security, financial statement analysis
* Bankable documentation such as LGs, LCs and loans and import and export requirements.

June 2006 – July 2007

**Aldeeb for Consulting and Auditing, General Accountant**

My responsibilities included the following:

* Analyzed & prepared all accounting related processes including taxes, social security tables & financial statements for several clients.

March 2005 - April 2006

**MGI International, General Accountant**

My responsibilities included the following:

* Journalized daily transactions for several clients, worked on banks' reconciliations and social security papers and prepared/adjusted closing entries for the companies' end of period.

June 2004 - March 2005

**Siyaha Invest, Accountant Assistant**

My responsibilities included the following:

* Handled petty cash, record keeping of payments & receipt vouchers, tracing & documentation, data entering for approximately 4,000 customers, journalized transactions and worked on reconciliations.

October 2002 – June 2003

**Business and Computer University, Student Assistant**

My responsibilities included the following:

* Performed clerical work with Microsoft Word in addition to other administrative functions.

**Education** 2001 – 2004

**Bachelor of Science in Business Administration – Major: Accounting**

GPA: 3.76 out of 4.0 scale – Dean's Award (Highest GPA)

*Business & Computer University (BCU) Beirut, Lebanon*

1999 – 2000

**Lebanese Bacc II Diploma in (Philosophy) –**

*Maroun Aboud High School, Aley, Lebanon*

**Certificates 2013** - **Lebanese Financial Regulations Certificate +**

***ESA*** *Business School – Beirut*

**Computer**  Dos, Windows, Microsoft office (Excel, Word, Power Point, Outlook)

**Skills** Accounting Programs: (**RD Group Focus, Pims II, Silicon, Dolphin,**

**Istisharat BML)**

Central Bank Programs: (**Banking Control Commission of Lebanon)**

**(Department of Statistics and Economic Research)**

**Languages** Arabic (Native Language), English (Very Good)

**Seminars** Advanced Treasury Market Products

Oct. 2012: ***The Banking & Financial Institute;***

Foreign Exchange Positions & operations

May. 2012: ***Finance & Risk Institute;***

Update & Review of Existing Standards IAS-IFRS

Dec. 2011: ***Association of Banks in Lebanon***

References Available Upon Request