

Naddaf bldg.  
Main Street  
Mansourieh  
LEBANON

Mobile: +961 70 936 786  
Email address:  
[diab\\_rana@hotmail.com](mailto:diab_rana@hotmail.com)

## Rana Albert DIAB

### PERSONAL INFORMATION

**Nationality:** Lebanese  
**Date of birth:** 20/01/1987  
**Marital status:** Married

### OBJECTIVES

- Building a professional and solid career enabling high achievements and team work within a reputable organization.
- To obtain a position that will enable me to use my skills, educational background, and ability to work well with people in the domain of business (Accounting, finance...).

### EDUCATION

2004-2007	<b>BS degree in Business Administration Major: Audit</b>	<b>Lebanese University</b>	<b>Faculté de Gestion et de Management Ashrafieh</b>
2004	<b>Bacc II Sciences de la Vie</b>	<b>Collège des Soeurs des Saints-Coeurs</b>	<b>Marjeyoun</b>

### INTERNSHIP

July2006-September2006 Antoine HARFOUCHE Auditing Office

### WORK EXPERIENCE

September2007 – Present

- **Senior Accountant at GOLDEN EYE EYEWEAR:**  
Responsible of all Accounting Issues  
Daily Transactions (Sales, Purchasing and Expenses Entries)  
Bank Reconciliation/ Supplier Reconciliation  
VAT Preparation  
Payroll Preparation
- **Administrative Assistant:**  
Organizing schedules “during exhibitions” and monthly meetings with our suppliers.  
Communicating with new suppliers “in order to get new brands”.  
Preparing offers for clients and targets to reach depending on each client situation.
- **Stock Controller:**  
Responsible of controlling all stock movement in order to avoid loss and to optimize profit by selecting the correct items to buy with logical quantity.

### SKILLS

**Microsoft Office (Excel – Word – PowerPoint– Outlook)**  
**Accounting System: Matrix Software**

### LANGUAGES

Arabic: Mother tongue  
French: Fluent in read, written and spoken  
English: Fluent in read, written and spoken

## INTERESTS

- Active in social events, reading and surfing the web.

## REFERENCES

Available Upon Request