***Curriculum Vitae***

 ***Name:*** *Hanan Ahmad Izdahmad****Nationality:*** *Palestinian****Date of Birth****: 26/10/1996****Marital status:*** *Single****Address:*** *Airport Road , Beirut ,Lebanon****Tel:****+*96170714134***E-mail****:* *hanan.izdahmad@outlook.com,*

**Objective:**

 To use my knowledge and skills in a growing organization ,where it can be developed and employed

**Education:**

* **2010-2012:**  Grade7-9 / jalloud school
* **2013-2015:** Grade 10-bac 2 /Galeele High School
* **2016 – 2018**: Bachelor Degree in Management -Faculty of Economic and Business administration, Lebanese University, Fresh graduate

***Training;***

* **July- 2018:** Invigilator training - Cambridge Unviersity Press Training
* **August-2018:** office assistant at Global ELT solutions

**Experience**

**2016-2018:** private teacher

**DEC 2018-Up to date:**

* Junior accountant at fox club/Date Entry/Bank Reconciliation

***Job Responsibilities***

* Data Entry
* Bank Reconciliation, clearing checks, Follow up with Banks.
* Daily Collection reporting
* Invoicing and billing
* Purchasing entry, control and follow up
* Petty Cash Entry, control, reconciliation
* Fixed Assets registration
* Fair Knowledge in import & Shipping Entries

 **Skills:**

 **Personal Skills:**

• Hard worker

• Responsible

• Loyal

• Sociable

• Trustworthy

• Honest

**Computer skills:**

* Knowledge of Microsoft Office
* Accounting programs ( Navision)
* Internet

**Language:**

• Arabic: Native

• English: good, written and spoken.

**ADDITIONAL INFORMATION**

**Hobbies and Interests**

 Swimming, basketball , running , reading,movies.

**References****:**

Provided upon request