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|  |  |  **Duaa Saleh said** **Senior Accountant** |
| EducationLebanese international university | Saida, Lebanon Bachelor of Business Administration in Accounting Information System ( July 2018)* Accounting Information Systems and Applications
* Tax Accounting
* Auditing and Fraud Prevention

Contact* Phone 00971 50 867 1882
* Address : Dubai, Al Rashidiya, Street 47, Villa 4
* EMAIL: said\_doaa96@yahoo.com

**LANGUAGES KNOWN*** English
* Arabic

Strengths* Self-driven and risk handler.
* Strategic thinker and Vision.
* Risk handling and problem solver.
* Leading from the front.
* Flexible, Adaptive, Innovative & Goal oriented.

Skills* **Work Ethic**
* **Problem Solving**
* **Teamworking**
* Working under pressure
* Decision-making
* Team communication
* Ability to teach and mentor
* Risk-taking
* Excellent Verbal and written communication skills
* Expert typing skill

 Active listening* Reading physical and emotional cues
* Open-mindedness
* Patience
* Quick thinking

 Personal Information* Date of Birth: 30/08/1996
* Nationality: Palestinian

  |  |  Profisional SummaryFocused accountant with years of experience. Adept at writing detailed reports and budget. Completing detailed Financial analysis and planning strategically for top client service.Detail-oriented with extensive knowledge of cash and record maintenance and comprehensive account reconciliation.Possess strong analytical and problem-solving skills to effectively make sound decisions with little direction. Established track record in delivering accounting services,Personal StatementSeeking a challenging position in a reputed organization that offers personal and professional growth and where my skills and experience in Accounting can be used to increase the company’s work flow and profitability. I believe in a proverb which says" good ethics is good business.” And that good communication skill is the key for any deal Career Objective* To use my skills in the best possible way for achieving the company’s goals.
* To enhance my professional skills in a dynamic and stable workplace.
* Ensure that all safety guidelines are followed strictly at all times and maintain a clean and orderly environment
* To secure a challenging position that utilizes my years of experience, while allowing me the opportunity to grow professionally.

WORK EXPERIENCE* **Suleiman Ahmad Obeid Office | Saida , Lebanon**

**Accountant and auditor, Mar 2017 – Dec 2020** Responsible for performing a full range of accounting activities and functions, in particular financial budgeting, accounting and analysis reporting**Duties;*** Making daily deposits, checking documentary movements, recording and posting accounting entries.
* Preparation of periodic financial statements, cash flows and associated notes
* Sales and purchase ledger
* Administering payrolls and controlling income and expenditure
* Preparing accounts and tax invoices
* Meeting and interviewing clients
* Preparing bank accounts
* **UNRWA-UNICEF Office | Saida, Lebanon**

**Employment Support Services, Mar 2019 – Jun 2019*** Identify and attract suitable clients for Supported Employment
* Work with clients on a one to one basis using a person-centred approach.
* Work with employers to develop employment opportunities through a range of support initiatives.
* **Palestine Red Crescent Society | Saida, Lebanon**

 **Assistant Manager, Oct 2018 – Nov 2018** * Implementing office procedures
* Supervising projects
* Preparing reports
* Handling phone calls and correspondence
* Maintaining a good relationship with customers
* Inventoried control, labor cost and budget management.

 * **Employability Skills Program – Lebanese International University (Mar 2017 – May 2017)**

* Leadership skills
* Emotional Intelligence for Workplace Success
* Negotiation & Communication Skills

 * **Computers skills**

 **MS Office (**Word, Excel, Outlook, PowerPoint) **Declaration** I solemnly declare that all the above information is free from error to the best of my knowledge and belief.  Date 04/01/2022 Signature Place: Dubai (Duaa Said)  |