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|  |  | **Duaa Saleh said**  **Senior Accountant** |
| Education Lebanese 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 Summary Focused 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 Statement Seeking 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) |