

RANA AL HAJJ HASSAN

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📍 Saida/Beirut - lebanon

PROFILE

Place & Date of Birth: 17/12/2002 - Al Shwaghir Al Tahta

Gender: Female

Marital Status: Single

Nationality: Lebanese

EDUCATION

2021 - 2024

**LEBANESE INTERNATIONAL
UNIVERSITY**

- BA in Business Accounting
- GPA : 3.72 / 4.0

WORK EXPERIENCE

■ Accountant

Mulinos Bakery

15/05/24 - Present

- Prepare and examine financial records
- Sales transaction
- Budgeting
- Bookkeeper
- Store keeper
- Filling

■ Accountant

Al Mousawat NGO

01/07/24 - 01/10/23

- Entering entries (transactions)
- Budgeting
- Create receipts

■ Volunteer

Al Mousawat NGO

2015 - 2024

- Create & apply PSS activities with disabled children
- Plan & apply educational activities

■ Volunteer

Saida Public Library

2018 - 2019

- Sing book out & in
- Organize shelves
- Keep and maintain place

SKILLS

- Quickbooks
- Microsoft office
- E-learning Software
- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

LANGUAGES

- English (Fluent)
- Arabic (Fluent)