

## Objective

Mrs. Lana an ambitious, enthusiastic with a desire to succeed in a fast moving environment and with very good experience in general in Financial Accounting which acquired through her current work at Wassel Logistics. She's able to deal with accounting functions such as AP, AR, GL, reconciliations , recording financial transactions and financial reports , in addition to maintenance of the company's accounts including upkeep of the general ledger and submission of accurate and timely data for financial reporting purposes. Lana aims to work in a growing professional organization that will fully utilize her experience ,knowledge of accounting practices and analytical skills for mutual growth and success to maximize organization profits.

## Experience

- **Wassel Logistics (Palestinian for Distribution and Logistics services)**  
**(Financial Accountant)** **(Jan,2022 – Present)**
  1. Preparing banks report daily .
  2. Preparing monthly tax report for auditors.
  3. Recording purchases invoices in order to prepare all payments and conduct supplier cheques.
  4. Preparing banks reconciliations monthly.
  5. Executing banks transfers, elaborating official books for banks and follow up banks guarantees.
  6. Responsible for audits petty cash monthly and cash sales offices.
  7. Assess accounting records for accuracy and compliance, generating detailed reports for leadership on financial performance.
  8. Compiling and recording all financial transactions using the accounting programs to prepare reports.
  9. Archive and maintain all documents related to financial transactions, records and financial reports .
  
- **Wassel Logistics (Palestinian for Distribution and Logistics services)**  
**(Revenue and billing Accountant)** **(Dec, 2020 – 2022)**
  1. Opening and controlling accounts for customers.
  2. Review customers contract terms to assure compliance with company's revenue recognition policy to prepare monthly customer bills.
  3. Preparing monthly customers invoices and customers settlements.

4. recording receipt vouchers and preparing customers reconciliations.
5. Issuing monthly sales reports.
6. Recording banks deposits and follow customers collections cycle (COD Services) .
7. Processing pending billing issues related to customers with other departments.

## Skills & Competences

### Technical Skills :

- Microsoft Office (Excel, Word, PowerPoint)
- Al-Shamel Financial Software .
- Bisan System.
- Oracle.
- Microsoft Dynamics (ERP)

### Personal skills:

- Good ability to interact with people, predisposition to work in group and strong sense of responsibility
- High communication skills & self-motivated .
- Time managing & Work under pressure.
- Quick learner & have a strong willingness to succeed and develop .
- Driving license .

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## Education

- **Al -Najah National University – Nablus, Palestine**  
Bachelor's Degree in Accounting . (2016-2020)

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## Training Courses

- Al-Shamel Financial Software (30 hrs), 2019
- Financial Excel (25 hrs), 2020
- The Future of Accounting in the Digital Age (120 hrs), 2020
- Customer Course Training (30 hrs), 2020

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## Languages

- Arabic : Native language .
- English : Excellent.