

Sandra Kanaan

- **Personal Information:**

- Single
- Lebanese
- 25years
- 70026999
- 3rd floor, bloc A, Charbel Maroun bldg., Bseba, Mount Lebanon
- kanaansandra@hotmail.com

- **Diplomas:**

- 2016 -2019: *Antonine University* **Baabda**
Bachelor Degree in business management
Major: Accounting, control and Audit
- 2012-2014: *Official High School of Kafarchima* **Kafarchima**
Lebanese baccalaureate in Life Science
- 1999-2011: *Collège des pères antonins baabda* **Baabda**

- **Experiences:**

- Oct.2020 till now: *B.E.C. Bejjani Engineering&Constructing* **Hazmieh**
Management (Part Time)
 - Manage all accounting Transactions
 - Reinforce financial data confidentiality and conduct database backups when necessary
 - Ensure all bank payments
- Sept.2020: *Merheb Consultancy & Audit Services*
Stage Accountant
 - Reconcile accounts payable and receivable
 - Processing tax payments and returns
 - Preparing budget forecasts
 - Tracking payments to internal and external stakeholders
 - Publish financial statements in time
 - Manage balance sheets and profit/loss statements

- Aug.2018: *BAC for auditing & Financial Consulting*
Stage
 - Research, collection and analysis of data
 - Checking that financial reports and records are accurate and reliable
 - Preparing reports, commentaries and financial statements
 - Ensuring procedures, policies, legislation and regulations are correctly followed

- Nov.2018-Dec.2018: *Lancaster Plaza*
Guest Relation
 - Managing assignment for reservations of the hotel.
 - Courtesy call and sending the complaint report by email to the head quarter.
 - Following up the review of Booking.com and escorting them.
 - Prepare a survey money and send responses by email to the manager and general manager.

- May.2016-Sept.2018: *Sultan Brahim*
Head of Hostess
 - Managing the day-to-day reservation of the restaurant
 - Greet incoming and departing guests warmly with a genuine smile.
 - Assist with opening /closing tasks and side work needed
 - Answer phones and schedule reservations with large parties
 - Working in a Professional environment
 - Escort them to assigned dining area
 - Observant to Guests needs throughout dining experience to ensure they receive high quality service
 - Preparing the schedule for the Hosting team
 - Handling the paperwork daily of the restaurant and sending them by email to the head quarter
 - Provide patrons with accurate wait time estimates during busy periods

- **Language:**
 - Excellent command of Arabic, English& French
- **Software:**
 - Microsoft Office Tools (Word, Excel, Access, PowerPoint)
- **Skills:**
 - Team work
 - Communication
 - Organized
 - Attention to detail
- **Other Interests:**
 - Natation
 - Voyages
 - Danse