

# Mira El Khoury

## OBJECTIVE:

---

I am a hard-working, committed chartered accountant looking for a long-term opportunity with a growing company within the business community. I wish to utilize my education, professional experience and management skills in a way that would be advantageous to my employer and myself.

## EDUCATION

---

2011 – BS Accounting & finance  
Sagesse University

2008 – BT3.  
Technical School for Tourism and Commerce

## WORK EXPERIENCE

---

Current Job (Since September 2010): The Cosmopolitan Hotel s.a.r.l

*Hotel – Sin el Fil - Beirut*

### **Senior Accountant**

- Manage and control over accounts payable and receivable.
- Recording all accounting operation.
- Bank and all account reconciliation.
- Preparing financial reports.
- Collecting bills and preparing payments
- Payroll monthly preparation
- Preparing employees registration form in NSFF and MOF
- Preparing VAT and NSFF declarations
- Responsibilities also include usual office work and acting as a mediator between employees, HR department, and the Administrator (Owner).
- Supporting auditors during end of year tax filling

Jul 2010– Aug 2010: Marky Auditors & Consultants

*Auditors – Mkales Ste. Georges bldg*

### **Assistant Accountant**

- Booking daily transaction
- Control over accountant data entry of several companies.
- Responsible for filing.

Jan 2010-Jun 2010: Ghazi Younan Audit & Accounting office

*Centre Mirna chalouhi -Sin El Fil, Beirut*

**Junior Accountant**

- Booking daily transaction
- Bank reconciliation

LANGUAGES

---

Arabic: mother tongue.

French: Written, Spoken and Read fluently.

English: Written, Spoken and Read.

COMPUTER SKILLS

---

Microsoft Office: Word, Excel, Access, Outlook, PowerPoint.

Accounting systems (Dolphin, PMS, EDM) and good internet skills.

INTERESTS AND ACTIVITIES

---

Music, Salsa, Zumba, reading, Cinema.

REFERENCES

---

Available upon request