

# Miryam Hanna Tawk

Sed El Bauchrieh – Gold Street – Riad El Masry – 4th Floor.

#### **Personal Profile**

I am a Business Management graduate with a focus on accounting, goal setting, work planning, budgeting, problem solving and organizing tasks.

### A. Objective

To obtain an accounting position where I will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career.

#### **B.** Personal Details

o Nationality Lebanese

o Date of Birth August 16, 1990

o Marital Status Single

o Mobile +961 76 430 324

o Email <u>Miryamtawk@gmail.com</u>

# A. Professional Experience

### September 2014:

Training at Bank Credit Libanais – Sed El Bauchrieh.

# Responsibilities:

- Teller.
- Managing Accounts.
- Managing Loans.

#### ➤ November 2017 – present :

Accountant at Middle East Express

 Naccache

#### **4** Responsibilities:

- Data entry of the sales invoices in Vision system.
- Manage balance sheets and profit/loss statements.
- Tracking payments to internal and external stakeholders.
- Manage all accounting transactions
- Analyzing the revenue and expenditure of a business.
- Handle monthly, quarterly and annual closings
- Ensure timely bank payments
- Posting and processing journal entries to ensure all business transactions are recorded

## **>** <u>September 2016 − October 2017:</u>

Junior Accountant at World Wide Services – Zalka.

## Responsibilities:

- Data entry of the sales invoices in the Paradox system and validating them on the GVS system.

- Creating the Guaranties in the Paradox system.
- Contacting the clients for their due payments.
- Receiving payments from the clients.
- Preparing the daily tour for the office boys to collect the due payments.
- Generating and sending the statement of accounts to the clients upon request.
- Generating and sending the company statement of accounts to the CEO on end of each month.
- Entering the salaries, TVA, tax due on salary, CNSS in the journal voucher on end of each month.
- Day ending closure.
- Month ending closure.
- Preparing and sending the daily posting report to the management on a daily basis.
- Preparing and sending the top 10 reports to the management on a quarterly basis.

#### **October 2015 − August 2016:**

Stock Controller & Accountant at Himo Jewelry – Achrafieh.

#### Responsibilities:

- Receipt of all the produced goods and raw materials from local and abroad suppliers.
- Maintaining a healthy labeling system for all produced goods.
- Implementing the labor cost value on all produced goods.
- Executing stock entry, daily inventory, and stock level for produced goods.
- Receipt, execution, billing, filing, and archiving of all the delivery orders from branches and customers.
- Data Entry of all items and transactions on daily basis on the related software.
- Delivery of produced goods to shops, salesmen and to the export department.

#### **▶** August 2014 – October 2015:

Office Clerk at Mazen Hadda Law Firm – Sed El Bauchrieh.

#### Responsibilities:

- Creates and develops the archiving system of law cases.
- Implements filing system and adapt a consecutive updates procedure.
- Manages the office petty cash and the entire required maintenance schedule. Maintaining a healthy Payment and cash keeping sheet of the petty cash.
- Performs all typing works.
- Executing all the clerical work (billing, phone calls...).
- Handling office supplies, and all kind of data entry.
- Performs any other related task or duty.

#### **B.** Education

**Bachelor Degree in Business Management** <u>2012-2015:</u>

Arab Open University (AOU)

**Biology** 2010-2012:

Lebanese University - Faculty of Science - Fanar.

Life Science Baccalaureates 2009-2010:

Lycée officielle des Filles – Jdeideh.

## C. Computer Skills

- ✓ Outlook
- ✓ Word
- ✓ Excel
- ✓ PowerPoint
- ✓ Web Browsing and Research.
- ✓ Paradox System.
- ✓ GVS System.

## D. Languages

✓ Arabic: Native speaker.✓ English: Excellent Command.

✓ French: Good Command.

### E. Hobbies

- ✓ Reading.
- ✓ Swimming.
- ✓ Ski.
- ✓ Music.

### F. References

Available upon request.

October 08,2014

HEAD OFFICE

#### To whom it may concern,

الادارة العامة

We certify that Ms. Myriam Tawk was an intern in our bank from 01/09/2014 to 30/09/2014 at BAUCHRIEH Branch.

Upon her internship, Ms. Myriam Tawk constant work assignments focused on banking operations, procedures and all related services, which were carried out in a thorough manner.

Ms. Myriam Tawk exhibited commitment that was required during the internship period. Ms. Myriam Tawk also showed a good and positive team spirit.

This certificate has been given upon her request.

CREDIT LIBANAIS S.A.L.
Training & Development Department

Bassam Nammour Training & Development Manager