

## Mira Mneimneh

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### EDUCATION

#### AICPA

Completed the requirements for the Not-for-Profit Certificate: Core Concepts

June 2018

#### American University of Beirut (AUB), Lebanon

##### Master of Business Administration

MBA Obegi Citizenship Award: in recognition of exemplar tenure at OSB through integrity, perseverance, and academic achievements

GPA: 4.0 ; GMAT score: 710

Sep 2014-  
Jun 2017

#### CFA Institute

Passed CFA Level 1

Jun 2014

#### American University of Beirut (AUB), Lebanon

##### Bachelor in Business Administration

Concentration: Finance & Accounting

Graduated with distinction; Dean's Honor List for five out of six semesters

GPA: 3.7/4

Sep 2009-  
Aug 2012

#### Carmel St. Joseph, Meshref, Lebanon

**Bacalaureat Francais**, Sciences Track, specialty Mathematics

**Lebanese Official Baccalaureate in General Sciences** (Mathematics)

Sep 2005-  
Jun 2009

### WORK EXPERIENCE

#### American University of Beirut, Beirut, Lebanon

*Financial Analyst* - Office of Financial Planning

- Analyze current spends and plans of departments and faculties to make sure of their alignment with the University's strategic plan
- Prepare forecast and analyze its output
- Identify risks and opportunities to optimize budget spending
- Prepare the budget for the next year (operating, capital and staffing)

Jan 2017-  
Present

#### American University of Beirut, Beirut, Lebanon

*Financial Assistant* - Office of Financial Planning (OFP)

- Reflect changes and requests in budget line items and staffing in the OFP's files
- Support the comptroller's office and other departments in their budget related inquiries and requests

Oct 2014-  
Dec 2016

#### American University of Beirut, Beirut, Lebanon

*Accountant* - Comptroller's Office

- Prepare students' statements of fees every term and analytical reports
- Prepare and record accounting entries
- Reconcile account balances

Sep 2012-  
Sep 2014

#### PriceWaterhouseCoopers, Beirut, Lebanon

*Associate* – Assurance line of service

- Audited insurance, telecom, consumer goods, financial institutions and NGOs

Sep 2011-  
Aug 2012

#### PriceWaterhouseCoopers, Beirut, Lebanon

*Intern* – Assurance line of service

- Reviewed consumer goods companies

Jul 2011-  
Aug 2011

#### American University of Beirut, Beirut, Lebanon

*Research Assistant*

- Assisted Dr. Walid Saffar in doing research in finance

Jul 2010-  
Jul 2011

#### Private tutor

- Gave private lessons in high-school Math and undergraduate Finance & Business courses

Dec 2008-  
Aug 2012

### SKILLS

- Language: Arabic – native language, English – fluent, French – fluent
- Computer Skills: Proficient in Microsoft Word, Excel, Power Point

### OTHER

- Represented AUB, and Lebanon in the John Molson School of Business International Case Competition
- Participated in a leadership simulation camp organized by Cambridge Institute of Global Leadership
- Vice President Education in Toastmasters Internationals (OSB chapter)

Jan 2016  
Aug 2011  
Jan-Jun 2011