



MIREILLE HABER

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Summary

Skilled accounting professional with 7+ years of experience. Strong understanding of all aspects of accounting and financial management. Proven ability to manage multiple assignments while meeting deadline schedules. Possess reputation as self-directed professional with excellent problem solving, analytical and communication skills. Proven track record of performing work in an ethical manner while consistently maintaining the integrity of all financial data. Strong relationship-building skills and effective collaboration with management, coworkers, vendors and clients.

Professional Experience

Task force accounting supervisor

Hilton Beirut Downtown Hotel

August 2019 till Present

Key responsibilities:

- Ensure the accuracy of all department processes to the various Accounting
- Supervise processes and people to ensure that all tasks are completed and deadlines are met
- Manage of accounting queries and disputes
- Balance Accounting on a daily, weekly and monthly basis
- Build accurate financial reports and identify discrepancies clearly
- Act in accordance with fire, health and safety regulations and follow the correct procedures when required
- Month end closing and reporting procedures
- Execute on tasks/requests as instructed by the director of finance

Credit Accountant**Hilton Beirut Downtown Hotel – Preopening team**

December 2018 till Present

Key responsibilities:

- Prepare daily receivables from events contracts, post & balance totals into ledger
- Listen and extend assistance to resolve problems
- Chase overdue payments either by telephone or emails
- Daily review in house guest credit limits
- Review all final statements with sales contracts for accuracy. Make the necessary corrections to the customers every 3 to 5 business days
- Ensure that all accounts receivable charges from previous day received are received by the night audit with all the supporting
- Review aging report for any short paid invoices
- Handling credit cards queries daily
- Resolve outstanding balances by gathering the appropriate backups
- Prepare for and participate in credit meetings and action any decision taken to recover the outstanding debts
- HHONORS/ travel agency commissions monthly check
- Prepare monthly account receivable report
- Assist the department in any other administrative duties needed
- Perform any other duties and responsibilities as assigned

Senior Accountant**Kurban Group (Avis – Budget rent a car-Allo Taxi)**

January 2017 – September 2018

Key responsibilities:

- Branches daily spot check and follow up
- Daily accounting journal entries
- Direct association with suppliers and clients
- Monthly profit and loss report
- Quarterly VAT work process and reconciliation assistance
- Chief accountant assistance with external auditors' assignment
- Cash flow/daily banks positions
- Daily interface to post the sales on the system
- Monthly payables and receivables reconciliation
- Monthly payables aging schedule and bank checks generation
- Daily audit and cash collection
- Handle claims and refunds
- Check the data entry of the junior accountant + posting

- Sister companies monthly invoicing
- Monthly accruals and income report
- Branches petty cash spot check
- Follow up with Avis Europe on monthly collection
- Any other assigned jobs by the chief accountant

Accountant – Payables

Wild Discovery

October 2016 – December 2016

Key responsibilities:

- Prepare payments for hotels and suppliers
- Prepare and process payments for travel suppliers
- Daily Aging report reconciliation

Senior Accountant

Damas Jewellery

October 2011 – September 2016

Key responsibilities:

- Daily accounting journal entries
- Daily generated sales entries reconciliation
- Fixed assets depreciation schedule
- Direct association with suppliers and clients
- Monthly payables aging schedule and bank checks generation
- Monthly bank reconciliation
- Monthly payables and receivables reconciliation
- Monthly cash flow report
- Monthly profit and loss report
- Quarterly VAT work process and reconciliation assistance
- Chief accountant assistance with external auditors' assignment
- Entries and invoices compliance with accounting principles

Stock Manager

Damas Jewellery

April 2010 – September 2011

Key responsibilities:

- Lead stock department segregation of duties
- Daily stock purchase entries reconciliation
- Direct association with suppliers
- Weekly brand sales and stock reports
- Monthly stock count of branches and warehouse

Shop Manager

Monsoon-Accessorize (Retail Group)

May 2005 - October 2009

Key responsibilities:

- Certified by Monsoon team in London,UK
- Training, supervision, visual merchandising
- Responsible for day to day operations
- Customer service orientation, service recovery
- Coaching, provide career development advice to staff
- Establish employee's performance reviews
- Communication of new updates, taking & giving feedback
- Opening team Supervisor for many shops in Lebanon

Education

- **Bachelor of Science in Business Administration emphasizing Management**
AUL University, Lebanon
2007-2012
- **Baccalaureate in sociology and economics**
Official high school, Lebanon
2001-2004

Languages

Arabic – English – French (Fluent spoken and written)

Computer Skills

Office Applications – Microsoft Navision – Dolphin

Training Certification

- Visual Dolphin
- Iso 9001: 2015
- E-commerce
- IFRS standards, Consolidated FS, FS analysis, Budgeting