

Murielle Haissam Layous

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Experienced Accounting Specialist with a demonstrated history of working in the accounting industry. Skilled in Tax Preparation, Fixed Assets, Income Tax, and Financial Accounting. Strong finance professional with a Master's Degree focused in Banking and Finance from Université Saint-Joseph de Beyrouth.

Recent Work History

Senior Accountant at Quanta SAL August 2019 up to present

- Conduct monthly and quarterly account reconciliations to ensure accurate reporting and ledger
- Review inter company transactions and generate invoices
- Prepare financial management reports quarterly, budgeting and financial forecasting
- Prepare VAT, tax declaration, Payroll and Social security
- Prepare asset depreciation, accrued expenses, deferred revenues
- Issue invoices, receipts, credit, sales, purchasing, shipment and customs
- Prepare feasibility studies, budget, balance sheet, P&L

Senior Accountant at Pharmacy Mansourieh January 2018-July 2019

- Daily bookkeeping transactions: receivables, payables, bank, expenses, revenues.
- Follow up on suppliers and clients accounts.
- Prepare payments: checks, transfers for vendors and clients.
- Perform monthly reconciliation of suppliers, clients banks and other statements.
- Follow up on receivables collection.
- Follow up on stock and evaluation.
- Inventory end of month.
- Cost control for local and foreign products according to lebanese market.
- Responsible for the overall operations and profitability.
- Liaising with suppliers and negotiate offers.
- Developing a system of inventory record.

Senior Accountant at Oceanair Consolidators SARL August 2013- December 2017

- Review & approve payment vouchers & journal entries.
- Controlling and preparing VAT declarations, income tax, NSFF declarations.
- Preparation of management reports (Balance Sheets, P&L statement, Cash flow, income statement)
- Handling the fiscal year-end closing, and assisting external auditors in preparing yearly tax declaration.
- Responsible for day to day finance and accounts operations.
- Perform project cost forecasts/budgets, cost tracking, monitoring and controls.
- Responsible for timely monthly consolidated financial statements, payments, cash-flow management reporting.
- Issue project cost reports review and approval.

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| | <ul style="list-style-type: none"> - Develop and maintain internal control and effective accounting system and policies for the set up. |
| Junior Accountant at Lightbox Holding September 2012 -June 2013 | <ul style="list-style-type: none"> - Responsible for the data entry, control, reconciliation and financial/fiscal documents. Reconcile bank account, on monthly basis, and report discrepancies to direct supervisor, follow up on any pending issue. - Prepare documents requested by external auditors timely and ensure accuracy of information. |
| Junior Accountant at Wise Insurance Services November 2011-September 2012 | <ul style="list-style-type: none"> - Preparation and control of daily and monthly accounts payable and receivable, cash operation, and monitoring the collections of past due amounts. - Preparation and reconciliation of the suppliers statement of account (local and foreign) - Bank reconciliation. - Monitoring and revising the weekly banks and outflow situation. - Preparation and control of all payments (cash and checks). |
| Trainee at Allianz Insurance Hazmieh January 2010-April 2010 | <ul style="list-style-type: none"> - Find out prospective about customers/clients and new target segment and penetrate sales in areas. - Take participation in trade shows, exhibitions, networking with local companies and clients to promote the product (insurance policy). |
| Training at Banque Libano-Francaise Jounieh June 2008-September 2008 | <ul style="list-style-type: none"> - I worked as a teller handling all kind of operations (checks, money, transfer, cash...). - I worked in the retail department handling all kind of cards (credit and debit), letters of guarantee and all kind of loans. |

Education:

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| Master in Banking and Finance 2009-2011 | Universite Saint Joseph, Beirut, Lebanon |
| BA- Business Management 2006-2009 | Universite Saint Joseph, Beirut, Lebanon |
| French Baccalaureate (ES) | Lycée Franco Libanais, Nahr Ibrahim |

IT Skills:

- Windows OS
- Microsoft Word
- Microsoft Power Point
- Microsoft Excel
- Accounting software: PIMS 2,Softmind,Brains,Omega,Matrix

Hobbies:

- Travelling
- Running
- Team Sport
- Reading
- Theater

Languages:

- Arabic: fluent, written & spoken
- French: fluent, written & spoken
- English: fluent, written & spoken
- Spanish: moderate

References:

References are available upon request