

Mariam Al Amin

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EDUCATIONAL BACKGROUND

American University of Beirut

Sep. 2014 – Dec. 2017

Bachelor of Business Administration, Dual emphasis in **Accounting** and **Finance (BBA)**

Date of Graduation: Fall 2017/2018

Cumulative GPA: 3.3

Dean's Honors List: Fall 16-17 for earning a 3.8 GPA

Lycee de la Finesse, Lebanon

Lebanese Baccalaureate: Official in 2014

CERTIFICATIONS

FullBridge U Program Certification

Mar. 2017 – May 2017

A 2-month career preparedness course developed by Harvard University that focused on effective communication, teamwork, design thinking, and critical work management skills.

WORK EXPERIENCE

Modern Printing Center SARL

Dec. 2017 – Present

Financial Accountant & Procurement Officer

- Post and update journal entries, accounts receivable and accounts payable
- Compute taxes and prepare quarter tax reports for the external audit firm
- Manage daily cash flow and bank accounts including payment of invoices, bank transfers and payroll
- Manage and audit vendor and customer accounts in an accurate and timely manner
- Prepare sales and purchase orders and invoices
- Provide necessary support in the preparation of financial statements

Ministry of Finance, Lebanon

Jun. 2017 – Aug. 2017

Summer Intern

- Worked with teams to audit and establish ministries' expenses documents based on 2017 budget draft
- Forecasted employees' salaries for 2018 based on previous budget drafts
- Facilitated reporting preparation by establishing monetary and real estate reports for revision.
- Dedicated more than 30 hours to learn and discover articles of the Lebanese Public Accounting Act

Al-Raed Services (Family Business), Lebanon

May 2013 – Mar. 2014

Part-time Assistant

Al-Raed Services is an office located in Lebanon for housemaid services.

- Reduced administrative costs by 30% by negotiating prices while ensuring enhancement of services
- Accelerated the retrieving process by handling maids' and clients' applications and forms
- Communicated with agents and clients representing the firm's request and needs

EXTRACURRICULAR ACTIVITIES

- **Member of the Business Student Society** Sep. 2015 – May 2016
Planned and organized Halloween event and Christmas dinner for business faculty members
- **Sports Coach** Jul. 2014 – Sep 2014
Coached and trained Hoops basketball team under 8

ADDITIONAL INFORMATION

- **Software Proficiency:** Orange ERP Software, Microsoft Office (Excel, PowerPoint, Word, Outlook)
- **Languages:** Fluent in English and Arabic
- **Hobbies:** Basketball, swimming, and reading.