



MAYA BECHARA



maya_bechara@icloud.com



+961 70230899



BAUCHRIEH, LEBANON

OBJECTIVE

Seeking a Finance position where I can put into action my educational and interpersonal experiences in the accounting and audit field within a challenging environment.

SKILLS

Languages:

Arabic: Native

English: Fluent

French: Limited Working Proficiency

Technical Skills:

Pack Office (Word, Excel, PowerPoint)

Sage 50, Accpac, Brains, Oscar

EXPERIENCE

SEMI SENIOR AUDITOR/GEAHCHAN & PARTNERS SARL JISR EL BACHA • NOVEMBER 2015 - PRESENT

- Contractual auditing: diligences of revenue, expenditures, and assets accounts, preparation of audit reports.
- Taxation missions: yearly and quarterly declarations of income tax, salary tax, and value added tax.
- Financial control: budget control and monitoring for compliance, establishment of reporting packages.
- Accounting expertise: recording of closing entries, cash & banks reconciliations.
- Payroll: preparation of employees' monthly salaries and follow-up over personnel documentation.

JUNIOR ACCOUNTANT/MORGAN INTERNATIONAL BEIRUT CENTRAL DISTRICT • JULY 2015 – SEPTEMBER 2015

- Maintain general ledger to include the preparation of journal entries, coding of invoices, accounts analysis and reconciliation.
- Perform accounts payable duties such as verifying all invoices for payments and insuring expenditure charge to the appropriate reports.
- Perform monthly bank reconciliation.
- Extract monthly reports from MRM to perform sales related to offices abroad.
- Perform account receivable collection for offices abroad and reconcile clients' accounts.
- Reconciliation and inter-companies reconciliation.
- File and maintain all financial documents with the related supporting documents and ensure financial records comply with standard policies and procedures.

TRAINEE/BANK AUDI DEKWANEH • JULY 2014 - AUGUST 2014

- Counter Operations: accounts inquiry, transaction check withdrawal, check purchase, public services and combatting money laundering.
- Customer Service Operations: customer/account file, service menu, card management system and safety boxes menu.

Education

Bachelor of Business Administration in Accounting – Dean's list for four semesters (GPA 3.25/4, 3.4/4, 3.63/4 & 3.9/4) • Notre Dame University • 2010-2015

Lebanese Baccalaureate in General Sciences • College Notre Dame de Mont Carmel • 2010