



# MIA WADIH

miawadih720@gmail.com | + 961 76 306 617 | Lebanese | [LinkedIn](#)

## PROFESSIONAL EXPERIENCE

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### Allianz SNA

(June 19 – Present)

#### Agent Consultant

##### Responsibilities:

- Researching and identifying new clients for different insurance types and categories
- Retaining existing clients by following up with them and handling policy renewals
- Handling new claims and coordinating tasks and responses between different stakeholders

### La Phenicienne Insurance Company

(April 18 – Nov 18)

#### Accountant

##### Responsibilities:

- Performed monthly reconciliations
- Prepared journal entries and handled filing
- Prepared all accounting reports in coordination with external auditors, including VAT, salary, tax declarations, and social security schedules
- Prepared cheques for suppliers

### Berytech

(Feb 17 – Feb 18)

#### Accountant

##### Responsibilities:

- Performed monthly reconciliations
- Created daily cash reports and submitted quarterly VAT declarations to the external auditor
- Prepared journal entries and handled filing
- Communicated and answered all clients' inquiries and requests

### Internships

- BLOM Bank – September 2013
- Banque du Liban – July and August 2013

## EDUCATIONAL BACKGROUND

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### Masters in Finance and Accounting Studies (2014 - 2017)

Lebanese University, Faculty of Economic Science and Business Administration, Lebanon

### Bachelor of Business Administration in Finance (2011 - 2014) – Top 5 Candidates

Lebanese University, Faculty of Economic Science and Business Administration, Lebanon