

Maya EL KARA

Date of birth: 04 December 1999

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As a well-trained and experienced accountant, I leave in your hands my resume below, hoping to be on par and exceed your baseline for your open positions in the accounting department.

● **EXPERIENCE**

Accountant and Stock Controller at Ahla W Sahla market:

September 2020 – Present

- Manage all accounting transactions
- Prepare budget forecasts
- Handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable
- Manage balance sheets and profit/loss statements
- Forecasting supply and demand to prevent overstocking and running out-of-stock.
- Evaluating vendors and suppliers' offers and negotiating profitable purchase prices.

Junior Accountant Internship at Practical Accounting Academy

July 2020 — September 2020

Received direct hands-on training and practice on all accounting transactions ranging from simple data entry, going through Reconciliations, and all the way up to Tax declarations and NSSF

Cashier at Ahla w Sahla Market

2018- September 2020

- Scan goods and ensure pricing is accurate
- Collect payments whether in cash or credit
- Issue receipts, refunds, change
- Cross-sell products and introduce new ones
- Resolve customer complaints, guide them and provide relevant information
- Greet customers when entering or leaving the store
- Maintain clean and tidy checkout areas

Teacher

2019-Present

A seasonal Private tutoring for students in elementary and high school

- **SKILLS**

- Microsoft Office: Excel, Word, PowerPoint
- Accounting Software: Bird
- Working under pressure
- Team Work
- Customer Focus
- Pricing
- Vendor Relationships
- Market Knowledge
- Sales Experience

- **EDUCATION**

2021-2023: Master Degree

Lebanese University Faculty of Economics and Business Administration

Major: **Accounting and Finance**

2018-2021: Bachelor Degree

Lebanese University Faculty of Economics and Business Administration

Major: **Accounting and Auditing**

September 2020: Certificate of Achievement

Senior Accountant, Practical Accounting Academy

Completed 2 months of Practical Accounting Training on Accounting Software, Data Entry, Accounting Transactions, Sales and Purchasing, VAT, Salaries and Wages, Accounts Reconciliation (Customers, Suppliers, Banks), Income Tax Declaration, Profit and Loss, Balance Sheet, Analysis of Trial Balance, Contracting, Payroll, NSSF

- **LANGUAGES**

First language: Arabic

Other languages: English – French - Turkish

- **REFERENCES**

Practical Accounting Academy

Nejmeh Square, Saida, Lebanon Phone: +961 71 353 818 Email: info@paa-lb.com