

AYA TAHMAZ

Accounting Information System

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OBJECTIVE

As a junior accountant with one year of hands-on experience, I'm dedicated to financial accuracy and compliance. Eager to contribute to your finance team's success.

EXPERIENCE

Junior Accountant

Transatlantic Medical S.A.L

📅 March 2023–Sep 2023 📍 Beirut, Lebanon

- Prepare weekly and monthly financial reports.
- Maintain accurate records of purchase invoices, sales invoices, receipts, expenses, and payments.
- Create Excel spreadsheets to track outstanding invoices for customers and suppliers.
- Perform bank reconciliations to ensure financial accuracy.
- Manage accounts payable and receivable, ensuring timely and accurate payments to vendors.
- Set up and maintain accounts for new suppliers in the accounting system.
- Update and manage the stock inventory for new items.
- Prepare financial reports for auditors and handle VAT declarations.
- Provide support documents for journal vouchers to enhance accuracy.
- Review and process employee expense reports.
- Maintain and update financial data in databases for timely and accurate retrieval.
- Prepare and submit weekly cash flow statements to the manager.

Data Entry

Getcco Lebanon

📅 Dec 2022-March 2023 📍 Beirut, Lebanon

- Collaborate closely with the sales team to efficiently generate sales orders, ensuring accurate documentation of sales transactions.
- Record sales invoices, receipts, expenses, credit notes, and customer returns.

Accountant Internship

Bayanat Accounting and Auditing Company

📅 Sep 2022-Dec 2022 📍 Beirut, Lebanon

- Enter all accounting Transactions
- Calculate VAT for Companies
- Open account for new Companies

Freelancer in Social Media Marketing

DXN Company

📅 May 2021-Aug 2022 📍 Beirut, Lebanon

- Design Products' Pictures
- Create Content for Social media platforms (Facebook, Instagram)
- Create Campaigns and Paid ads, on Facebook and Instagram
- contact with members and customers through social media.
- Register new members through social media.

SKILLS

problem solving

Good communication skills

Time management

Work under pressure

self motivated and initiative taker

Software Skills

Microsoft Office

outlook

Omega software

Canva

Dolphine

EQUAL

Praxis

EDUCATION

M.B.A In General Business Administration

Lebanese International University

📅 Sep 2022 – Until Present

B.A. Accounting Information System

Lebanese International University

📅 Sep 2018 – June 2022

Awarded Dean's Honor List in spring 2021 and spring 2022

LANGUAGES

Arabic

English

REFERENCES

Upon Request