
Mirella Abi Ghanem

Nationality: Lebanese
Marital status: Single
Place and Date of Birth: Furn El Chebback, 09/08/1993
Address: 1st floor, Chaar building, Samouth street.
Furn el chebak, Baabda, Lebanon.
Phone Number: +961 70 78 19 49
Email: abighanem_mirella@hotmail.com

Objective

Get a position in your company that allows me to improve my skills in the accounting and taxation field.

Education

November 2017-July 2018: **Master 2** in audit and accounting,
Lebanese university, Faculty of business and economic sciences II,
Achrafieh, Lebanon

November 2014 – July 2016: **Master 1** in audit and accounting,
Lebanese university, Faculty of business and economic sciences II,
Achrafieh, Lebanon

October 2011 – July 2014: **Bachelor degree** in audit and accounting,
Lebanese university, Faculty of business and economic sciences II, Achrafieh,
Lebanon

June 2011: **Lebanese Baccalaureate** in economics and sociology,
Charity school, Achrafieh, Lebanon

Professional Experience

March 2015 – Present: **Senior Accountant, Saad and Trad SAL** (Official dealership for
Lamborghini, Bentley and Jaguar)
Beirut, Lebanon

- Manage accounts payable, accounts receivable, and payroll departments.
- Prepare annual company accounts and reports.

- Manage payroll function for 75 employees.
- Monitored and recorded company expenses.
- Liaise with bankers and insurers regarding financial transactions.
- Assist in tax declarations
- Verify that all the contract terms with the suppliers are assured and well applicable.
- Prepare company accounts and tax returns for audit.
- Prepare company accounts and tax returns for MoF's study
- NSSF declarations

Skills

Software: Microsoft Office
 Microsoft Dynamics Navision
 Microsoft Outlook
 Brains Accounting Software
 Zoho Books

Languages: Fluent in Arabic, French and English.

Hobbies and interests

Biking, Swimming, Hiking.

References

Available upon request