



Zainab Mohaidly - Global CMA

Lebanon
+961 71214289
zainab_mohaidly2010@hotmail.com

A CMA Certified Management Accountant looking to join the team at your company bringing ten years of professional accounting experience across various industries to help in effectively and accurately analyzing tax declaration, income statements, balance sheets, and other financial reports.

Work Experience

Finance and Accounting

02/2014 to Present

American Lebanese Language Center
Lebanon- Saida

Assist in the implementation of Finance policies and procedures, process and finalize the monthly transaction spreadsheets for onward posting to the accounting system, and reconcile the monthly balance sheet accounts to do the necessary allocation. Prepare the financial reporting in completion of monthly, quarterly and annually reporting, in addition to the preparation of the budgeting, variances, and cash flow reports. Maintain a segregation of duties, and provide support for oversight including the monitoring plan, and quality assurance. Meet the legal, managerial, and governmental requirements.

Support Assistant Filed Office

01/2021 to 08/2022

USAID -Qitabi 2 / ALLC
Lebanon- Beirut

Ensure invoices and vouchers are abiding by Qitabi 2 standards, verify all necessary documents, contracts, invoices, receipts to ensure that they are signed and approved by the authorized signatories. Prepare the monthly financial reports and submit it to the Finance manager.

Accountant

04/2010 to 02/2014

Al Baba sweets
Lebanon-Saida

Maintain records and ensure the accuracy and completeness of it. Responsible to ensure the accounting book, and meet legal, managerial, and governmental requirements. Prepare all types of vouchers including cash/bank receipt, payments, and journal vouchers.

Skills



" Ability to articulate details in a clear and professional manner

" Excellent collaboration skills and the ability to work within diverse organizations and teams

" Ability to show effective leadership, to solve problems and to set priorities

Education



Modern University for Business and Science

Bachelor's
Business Administration
Beirut

11/2016 to 06/2018

BFC

Master's
International Financial Reporting Standards - IFRS
Beirut

11/2021 to 6/2022

BFC

Master's
Certified Management Accountant - CMA
Beirut

11/2018 to 6/2021

BFC

Other
VAT in UAE
Beirut

08/2022 to 08/2022

Modern University for Business and Science

Bachelor's
Auditing and Experience in Accounting
Beirut

11/2004 to 6/2008