

Ghida Mlouk

Objective:

Self-motivated individual seeking a position in a good organization where my potentials will be fully discovered while working for the company dedicatedly.

Personal Details:

Address: Aramoun, Venissia street

DOB: 12 August, 1996

Phone: 70 335 362

E-mail: ghidamlouk@gmail.com

Marital Status: Single

Education:

2021-2022: Completed Bachelor's degree in Management, at Lebanese University

2019-2020: M2 phase of Master's degree in accounting and auditing, at Lebanese University

2018-2019: M1 phase of Master's degree in accounting and auditing, at Lebanese University

2015-2018: Bachelors' degree in Accounting and Auditing, at Lebanese University

Work Experience:

Internship:

Arab Reinsurance:	Beirut, Lebanon
Accounting Internship	Summer of 2017
Assisted the accountant in issuing invoices, recording payments, bank reconciliations, and daily transactions	
Al Shoora Auditing:	Beirut, Lebanon
Accounting Internship	Feb, March 2020
Issuing invoices, data entry, filing papers, and converting hard copies of files to soft copies	
NokNok:	Sodeco, Lebanon
Commercial Department internship	Oct, Nov 2020

Data entry, item creation on the system for newly released products, Issuing POs, order cancelations, zoning items....

Employment:

Global Financial Consultants:

Mazraa, Lebanon

Junior Accountant

March, October 2021

Data Entry, Bookkeeping, entering purchases and sales for different companies, bank reconciliation, filing...

Royal Gres:

Aramoun, Lebanon

Accountant

October 2021, Present

Data entry on EDM system, filing, billing, bank reconciliation, assisting in internal auditing, keeping track of payables and receivables....

Personal Skills:

- Microsoft Office (Word, Excel, and PowerPoint)
- Teamwork and Work under Pressure
- Project progress reporting including tasks

Languages:

- Bilingual: Fluent in Arabic and English (Written and Spoken)

Extracurricular Activities:

- First-Aid certificate holder from the Red Cross Paramedics Division
- Attended Several Workshops on time management and teamwork
- Volunteer at Red Cross; Youth division, Lebanese University Center since 2015