

## Mirna Al Hassanieh

Lebanon | LinkedIn: <https://www.linkedin.com/in/mirna-al-hassanieh/> | [mirna.hassanieh1@gmail.com](mailto:mirna.hassanieh1@gmail.com) | +96171320113

### WORK EXPERIENCE

**ParContre Holding- Pickles SAL, Beirut**

**January 2019 – Present**

#### **Senior Accountant (January 2022 – Present)**

- Reviewing Journal Entries with supporting documents for proper recording and supervising the team with the bookkeepings.
- Managing cash transactions
- Bookkeeping for daily data entry (assets, expenses, prepaids, depreciation)
- Issuing cheques and cash payments
- Issuing invoices
- Ensuring suppliers payments are on time
- Assisting Chief Accountant in her requests
- Helping in preparing payroll
- Supporting auditors with their requests
- Recording monthly transfers, wastes, staff meal and inventory in the accounting system
- Income Tax, Vat, NSSF

#### **Junior Accountant (April 2020 – January 2022)**

- Bookkeeping of petty cash for all outlets
- Bookkeeping of Expenses
- Reconciling Bank statements, and suppliers' statements
- Checking purchases journal vouchers after importing them from the costing system (ace) to the accounting system (equal)
- Issuing checks, Entering daily data, and Filing journal vouchers

#### **Junior Cost Controller (January 2019 – August 2021)**

- Entering daily invoices data entry
- Recording transfers between central kitchen, warehouse to the outlets
- Recording daily productions, requisitions, wastes and staff meal

### EDUCATION

**Notre Dame University, Lebanon**

**2013-2018**

Bachelor Degree in International Business Management

### Certificates

- Accounting: Principles of financial Accounting by IESE Business School through coursera (2020)
- Supply Chain Operations by Rutgers University through coursera (2020)

### Skills & Languages

- Soft Skills: Effective communication, Team and individual worker, Self-motivation, time management, and attention to details.
- Computer Skills: Microsoft office (Word, Excel, PowerPoint, and brief idea about access.), Ace system (costing system) and Equal – silicon (accounting system).
- Languages: Fluent in English and Arabic

### Activities

- Youth Match Employability program delivered by Solidarity for Sustainability (2018)
- Money Smart Financial Literacy Boot Camp (2018)
- Charity club president, NDU-Shouf campus (2017)
- Scouts club member, NDU Shouf campus (2013 – 2015)
- Voluntary work with Ain w Zein environmental club for garbage awareness plan (2013)