

MIRA KADER



About

Dedicated and detail-oriented accountant with 2.5 years of experience in multi-national hospitality company seeking to contribute my financial expertise to a dynamic organization. Proven track record of maintaining accurate financial records and ensuring compliance with tax regulations.

Contact

PHONE:

+961 70 533 657

LINKEDIN:

<https://www.linkedin.com/in/mira-kader-a9b03a1b1>

EMAIL:

Mira.kader@outlook.com

Nationality

German

Languages

English (Professional working proficiency) Arabic (Native or bilingual proficiency)

Reference

Available upon Request

WORK EXPERIENCE

General Accountant

Marriott, Lebanon July 2022-Present

- Balance sheet reconciliation
- Review and reconcile daily trial balance report to ensure that all revenue are correctly recorded
- VAT and income tax
- Calculate and check Marriott points and nights are correctly recorded and reimbursement
- Credit card reconciliation
- Manage credit meeting with management team
- Check invoices with contracts
- Communicate with guests and banks
- Ensure revenue and payment are recorded correctly according to GAAP
- ISRA and CSA monthly audit

Accountant

Bait Al Sanawbar, Lebanon May 2021-July 2022

- Recording purchase invoice
- Recording sales invoice
- Adjusting prices
- Computing salaries

Accountant Intern

Ghazi Center Accounting Auditing, Lebanon Oct. 2018-Dec. 2018

- Reported financial transactions
- Entered financial transactions to an accounting software
- Checked misstatements in receipts and financial forums
- Report misstatements to management
- Ensure that statements and records comply with GAAP

EDUCATION

ACCA 2022

DipIFRS Enrolled

Institute of Management Accountants 2019

CMA Candidate

Modern University for Business and Science 2019

Bachelor Degree, Major in Accounting GPA 3.25

SKILLS

- Time management
- Emotional intelligence
- Public speaking
- Communication skills
- Team work
- Accounting software: People Soft, Micros, Infrasy, Opera
- Computer skills: IC3 computing fundamentals and Microsoft