

MIZIANA EL KHOURY

SENIOR ACCOUNTANT

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ADDRESS / Achrafieh, Lebanon

With over a decade of experience establishing best accounting practices in different industries, highly organized, totally dedicated with strong management and analytical skills, adaptable.

PROFESSIONAL EXPERIENCE

01-08-2018 - Present

NARA GROUP S.A.L. - Senior Accountant

- Preparing reports on company and project performance including P&L, balance sheets, and cash flow analysis for Lebanon, KSA, Jordan, UAE and France
- Coordinating with DIFC team to ensure accurate balance for financial declarations
- Directing internal and external audits to ensure compliance
- Business trips to France and Monaco for external auditing
- Preparing comprehensive cost reports and conducting detailed analysis of cost fluctuations to identify trends, optimize expenditures, and support decision-making
- Managing end-to-end payroll processes for employees in Lebanon and France, overseeing calculation of salaries, processing vacation leave requests, managing terminations and transfers, liaising with banks, and handling related administrative tasks
- Calculating wages, NSSF & VAT
- Establishing and maintaining accounts, monthly journal entries and accounting corrections to ensure accurate accounting records
- Entering data, billing, collecting bank deposits and reporting activities on specific deadlines
- Preparing the accrual and prepaid expenses monthly with allocation
- Participating in the month and year-end closing procedures
- Analyzing and controlling projects costs to ensure maximum profitability, effectiveness and efficiency
- Negotiating with local and international suppliers for Monaco, France and Lebanon procurement requirements: cost saving, purchasing, following up suppliers' invoices and transfer of items
- Overseeing insurance matters, including claims, contract renewals, and coordinating with relevant parties for payments

01-11-2015 – 31-07-2018

Moawad and Associates - Audit, Tax and Advisory - Senior Accountant & External Auditor

- Managing several companies accounting that are directly related and controlled by the firm
- Auditing, solving accountants' issues and reconciliations
- Preparing and reviewing financial statements in accordance with relevant accounting standards
- Reviewing trial balance and maintaining manual journal voucher
- Conducting research to identify new accounting methods or procedures which could improve efficiency and effectiveness of operations
- Advising clients on budgeting, forecasting, cash flow management, and financial risk assessment
- Monitoring customers account details for non-payments, late payments and other irregularities
- Preparing the accrual and prepaid expenses monthly with allocation
- Developing and implementing proactive solutions and cost-cutting measures
- Coordinating and reviewing the detailed schedules and reconciliations of all key accounts
- Validating wages, NSSF, payroll tax & VAT

02-03-2014 – 31-10-2015

CashUnited S.A.L. (Saradar Group)- Accounts Payable Specialist

- Managing a portfolio of CashUnited Services accounts, ensuring timely and accurate processing of transactions and maintaining strong client relationships
- Reconciling financial discrepancies between service providers records and CUS records
- Overseeing cash deposits, withdrawals, and transfers for clients, ensuring adherence to company policies and regulatory requirements

- Managing accounts payable processes, ensuring accurate and timely processing of vendor invoices and payments
- Verifying and reconciling vendor invoices with purchase orders and resolving discrepancies
- Preparing and processing weekly/monthly payment runs, including electronic payments, checks, and wire transfers, in compliance with company policies and payment schedules
- Conducting regular reconciliations of accounts payable transactions to ensure accuracy and completeness of financial records
- Preparing aging reports and analysis of accounts payable balances, providing insights into cash flow trends and payment patterns

01-07-2013 - 31-08-2013

BLC Bank - Intern

- Assisting with customer service activities, including addressing inquiries, resolving cases, and processing transactions to ensure a positive banking experience for clients
- Supporting bank personnel in various departments, including retail banking, loans, and operations, gaining exposure to different aspects of banking operations
- Assisting in the preparation and review of financial documents, such as loan applications, credit reports, and account statements

02-01-2010 - 29-12-2011

Link store – Administrative Assistant

- Managing front desk operations, greeting customers, and responding to their inquiries
- Scheduling appointments, handling reservations, and managing the store
- Processing customer transactions and maintaining proper documentation
- Coordinating with suppliers to order merchandise and track shipments
- Providing administrative support to the store management and staff, including scheduling meetings, preparing reports, and assisting with special projects

ACADEMIC QUALIFICATIONS

2019 - 2020

CMA – Morgan International (in process)

2011 - 2014

BA - BUSINESS MANAGEMENT – Lebanese University-Faculty of Business Administration

2009 - 2011

LEBANESE OFFICIAL BACC II ECONOMICS –Ecole Secondaire des Filles de la Charité - Achrafieh

SOFTWARE & LANGUAGES

- PIMS, CaseMate, OSCAR, Brains, EQUAL, Microsoft Office
- English, Arabic, French

INTERESTS

- Traveling, movies, cards, board games