

# AYA MOUZANNAR

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## Summary

Detail-oriented accountant with a solid foundation in finance and banking, driven by a passion for numbers and financial analysis. Highly motivated and committed to continuous learning and professional growth. Eager to contribute strong analytical skills and a proactive approach in a collaborative environment. Dedicated to delivering value in the finance field while constantly expanding my expertise and advancing my career.

## Experience

<b>JAK Computer</b> Accountant and Stock Controller	Beirut, Lebanon 04/2024 - Present
<ul style="list-style-type: none"><li>Efficiently managed and updated inventory records by accurately inputting barcodes, serial numbers, and product details into the system.</li><li>Ensured real-time stock level updates and product information, maintaining precise and timely data integrity.</li><li>Led and coordinated physical inventory counts, promptly identifying and reconciling any discrepancies to ensure inventory accuracy.</li><li>Issued and tracked client invoices, closely monitoring outstanding payments to ensure timely collections.</li><li>Maintained meticulous records of all issued invoices, and monitored bank payments and transfers to guarantee timely financial settlements.</li><li>Oversaw accounts payable and receivable processes, ensuring on-time payments of bills and prompt collection of receivables.</li></ul>	
<b>Escales International</b> Accountant	Beirut, Lebanon 03/2023 - 04/2024
<ul style="list-style-type: none"><li>Managed payment operations with precision, utilizing payment links to ensure accurate and timely transaction processing.</li><li>Reconciled financial statements, swiftly identifying discrepancies and implementing corrective actions to maintain financial integrity.</li><li>Handled end-to-end invoicing processes, ensuring accurate and timely issuance of invoices, contributing to smooth cash flow management.</li><li>Collaborated with cross-functional teams to streamline and optimize accounting processes, enhancing overall operational efficiency.</li><li>Executed bank transfers with meticulous attention to detail, ensuring seamless transactions while adhering to established financial protocols.</li><li>Organized and filed financial documents in compliance with regulatory standards, maintaining a robust record-keeping system.</li><li>Accurately posted bills into the accounting system, ensuring efficiency and timeliness in data entry.</li></ul>	
<b>Saab Petroleum Ltd</b> Junior Accountant	Beirut, Lebanon 11/2022 - 02/2023
<ul style="list-style-type: none"><li>Supported the department by efficiently managing daily accounting tasks, ensuring smooth financial operations.</li><li>Posted journal entries with accuracy to guarantee all business transactions were properly recorded and reflected in the financial system.</li><li>Managed accounts receivable processes, including issuing invoices and tracking outstanding payments to ensure timely collections.</li><li>Prepared detailed weekly financial reports, providing insights to assist in decision-making and maintaining up-to-date financial records.</li></ul>	
<b>Tamer Frères</b> Administrative Assistant	Beirut, Lebanon 08/2022 - 10/2022
<ul style="list-style-type: none"><li>Assisted in the preparation of routine reports, ensuring accuracy and timely submission to support business operations.</li><li>Submitted and reconciled expense reports, maintaining precise records and ensuring compliance with company policies.</li><li>Organized and coordinated appointments and meetings, optimizing schedules for efficiency.</li><li>Performed a range of administrative tasks, including filing, typing, binding, scanning, and data entry, contributing to smooth office operations and data management.</li></ul>	
<b>Banque Du Liban</b> Internship	07/2022 - 08/2022
<ul style="list-style-type: none"><li>Completed a comprehensive one-month orientation program at the Central Bank of Lebanon, acquiring knowledge in key areas including operations, financial management, regulatory compliance, and monetary policy functions across all major departments.</li></ul>	

## Education

<b>Lebanese International University</b> Bachelor Degree in Banking and Finance   GPA: <b>4.0</b> / 3.86	Beirut, Lebanon 2020 - 2022
<b>La cité Culturelle</b> Lebanese Baccalaureate	Beirut, Lebanon 2019

## Languages

Arabic Native      English Advanced

## Skills

Collaboration & Teamwork • Attention to Detail • Analytical Thinking • ERP Systems • Microsoft Excel

## Projects

<b>Bridges Of Opportunities(BOO)</b>	01/2022
Implemented by INJAZ Lebanon that introduces youth to work-readiness skills	
<ul style="list-style-type: none"><li>Participated in a 15-hour work-readiness program organized by INJAZ Lebanon, aimed at equipping youth with essential career skills. Gained valuable knowledge in areas such as professional development, career competency, and workplace readiness through hands-on workshops and interactive learning sessions.</li></ul>	