

# MIA CHAHWANE

## Contact

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## Languages

**Arabic:** Native

**English:** Fluent

**French:** Fluent

## Computing Skills

**Microsoft:** Word, Excel, PowerPoint, Outlook

**UNO ERP System**

## Soft Skills

Adaptability  
Communication  
Critical Thinking  
Leadership  
Problem-solving  
Teamwork Skills  
Time Management

## Profile Summary

A highly organized finance professional with 2 years of experience in diverse business environments. Skilled in financial analysis, problem-solving, and effective communication, I am committed to contributing innovative ideas and continuously expanding my expertise to drive company success. A proven team player with leadership abilities, I excel in collaborating with colleagues to achieve strategic goals efficiently.

## Experience

### Accountant

July 2023 – Present

#### TEKNOLOGIIA

- Manage comprehensive financial operations for a cybersecurity and IT consultancy firm with a presence in KSA, UAE, and Lebanon.
- Responsibilities encompass processing journal and receipt vouchers, managing accounts receivable and payable, overseeing purchasing and invoicing, handling collections, performing bank reconciliations, and administering payroll.
- Contribute to the preparation of income statements, balance sheets, and VAT and tax reports.
- Prepare detailed project studies for Dubai, Lebanon, Qatar, and KSA.
- Facilitate communication with suppliers in Dubai and Lebanon, oversee daily cash reports, and address client inquiries via email.

### Accountant

2023 – June 2023

#### BEJJANI AUDIT FIRM

- Gained proficiency in various accounting and finance softwares by working on diverse accounting systems.
- Adapted quickly to different systems and developed a strong foundation in accounting practices and procedures.

### Foreign Language Teacher & Private Tutor

2019 – 2022

#### SELF-EMPLOYED

- Designed and delivered Lebanese Language Teaching Programs and private tutoring, creating customized lessons and materials to enhance student performance.

## Trainings

- Leadership, Public Speaking, Conference Management, and Research Intensified Program with Model United Nations at the Lebanese American University
- Communication Skills Workshop
- Personality & Career Development Workshop
- Emotional Intelligence Workshop
- Time Management Workshop
- Team Building Workshop
- Group Dynamics Workshop
- Career Counseling and Professional Orientation with WAZNAT
- First Aid Training at the Lebanese Red Cross and Civil Defense Department and at the Antonine University
- Professional Training for Integrating and Disseminating Information on Dance Education at the International Dance Day Festival – Lebanese American University

## Key Achievements

**Strategic Representation at GISEC 2024, Dubai World Trade Center, United Arab Emirates**  
*April 2024*

- Engaged in expert panels discussing the impact of cyber threats on financial departments within technology companies.
- Established connections with leading global companies, including CrowdStrike, Palo Alto, Microsoft, Google, and CyberKnight.
- Delivered critical insights and reported cutting-edge cybersecurity developments to the company’s engineering team, driving innovation in security protocols.

**First Diplomacy Award**  
*2018*

- Thirteenth High School Global Classroom Lebanese American University Model United Nations National Conference

## Education

**Certificate in Business Plan Writing and Feasibility Study**  
*May 2024 – June 2024*  
**UDEMY, INC.**

**BS in Business Administration, Concentration in Finance**  
*2021 – 2024*  
**LEBANESE CANADIAN UNIVERSITY – AINTOURA**

**One Year of Biology**  
*2020 – 2021*  
**LEBANESE UNIVERSITY - FANAR**

**High School French Diploma**  
*2017 – 2020*  
**COLLEGE DE LA SAINTE FAMILLE FRANCAISE - JOUNIEH**

- French Baccalaureate – Life Science

## References

Available upon request.