

MYRIAM GHOSN

ACCOUNTANT

Contact

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Click on the icon to change

Education

UNIVERSITY

Antonine university, Baabda | 2016 - 2019

BA in Business Administration concentrated in Accounting and Auditing

Personal information

Birthdate

21/5/1998

Residence

Baabda

Experience

ACCOUNTANT

Silkor, Saifi | November 2023 - Present

- Handle data entry of month and year end process, accounts payable/receivable, cash receipts, utilities, account reconciliations, fixed asset entries etc.
- Gather data and liaise with other Group of company, stakeholder to prepare substantial report and information required for the project assign by the management;
- Coordinate and assist with the internal and external annual audits.
- Provide support in studying new supplier price list or any other cost finding projects of the company.
- Take responsibility in issuing post-dated cheques and liaising with bank representatives for other banking transactions (Bank Statement, TT, Bank Guarantee, legalities, etc.).
- Obtain and follow up Visa & Master Card invoice approvals.
- Control the branches' various financial reports and follow up with Branch Managers for clarifications and corrections.
- Book & File Accounting Data entries – expenses and revenues.
- Summarize a proper schedule of payments for all the regular expenses;
- Handle petty cash and payment of utilities and other related expenditures. In case of discrepancies, follow up directly with the concerned government entity or company thru online or cash payment.
- Take charge of suppliers and intercompany postings and reconciliations.
- Assist in handling fixed assets posting & depreciation, payment and accruals.

Skills

Languages

English

French

Arabic



Computer skills

Microsoft office

PIMS

Capital

PMS

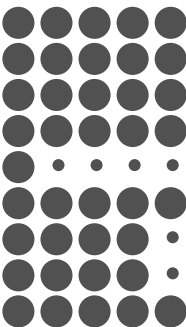
Dolphin

Softmind

Oracle

SAP

Wizard



## ACCOUNTANT

Trust Compass insurance, Hamra | October 21 - October 23

- Maintaining an up to date accounting database, ensuring that records are complete.
- Preparing recurrent accounting transactions such as posting banks and cash related transactions, etc...
- Maintaining account payables and processing payments for suppliers, clients, third parties, etc... in a timely manner
- Corrects accounting errors and posts journal entry adjustments in coordination with the senior accountant.
- To prepare reconciliations related to cash, banks, payable and receivables, etc... on a timely manner.
- Responding appropriately to vendors, clients, experts, garages, business partner, etc...
- Conduct a proper archiving of accounting records and related supporting documents in a timely manner.
- Supporting the senior accountant by performing assigned accounting tasks.

## ACCOUNTANT

Polo sport, Zalka | August 2019 - September 2021

- Managing colleagues, workloads, and deadlines.
- Administering payrolls and controlling income and expenditure.
- Compiling and presenting reports, budgets, business plans, commentaries, and financial statements.
- Negotiating the terms of business deals and moves with clients and associated organizations.

## ACCOUNTANT INTERNSHIP

AMC, Hazmieh | July 2019 - July 2019

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## ACCOUNTANT INTERNSHIP

PAMG, Mkalles | February 2019 - June 2019

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