

Mira Slika

+961 81 613 684 | miraslika14@gmail.com | www.linkedin.com/in/mira-slika | Beirut, Lebanon

EDUCATION

Université La Sagess (ULS), Bachelor's Degree in Accounting & Auditing

Sep 2022 – Jun 2025

- **GPA: 3.7/4.0**, Honors Student.
- Courses: Financial Accounting • Managerial Accounting • Auditing Principles • Corporate Finance • Taxation • Financial Reporting • Cost Accounting • Business Law • Microeconomics • Macroeconomics

Collège Notre Dame De La Délivrande, General Sciences

Sep 2008 – Jun 2022

PROFESSIONAL EXPERIENCE

We Audit, Audit Intern (Part-time)

Oct 2025 – Present

- Assist in auditing client company files across diverse industries, ensuring accuracy and compliance with Lebanese accounting and tax regulations.
- Support senior auditors in conducting tax audits, preparing VAT and income tax declarations, and reviewing client financial statements.
- Participate in verifying accounting records, reconciling balances, and preparing audit working papers.

Terres des Hommes Foundation – Lausanne, Finance and HR Intern (Full-time)

July 2025 – Sept 2025

- Supported the finance team in managing expense tracking, petty cash reconciliation, and monthly financial reporting.
- Assisted in reviewing supporting documents to ensure compliance with donor and internal financial procedures.
- Coordinated HR documentation, including attendance sheets, leave requests, and onboarding checklists for staff and volunteers.

Aman Group, Accounting and Auditing Intern (Part-time)

Sep 2024 – Jul2024

- Recorded financial transactions in accounting journals and verified supporting documentation.
- Entered financial and administrative data into centralized governmental systems.
- Gained hands-on experience in financial data entry, bookkeeping, and audit preparation.

New Horizon E.C., Tutor & Customer Service Representative (Part-time)

Oct 2021 – Present

- Managed client inquiries, resolved issues efficiently, and ensured high satisfaction levels.
- Provided accurate service information and supported long-term client relationships.
- Provided French, Arabic, Science, Math, Physics, and Chemistry classes for students aged 7 to 18.

EXTRACURRICULAR EXPERIENCE

ESDU – Waste Management Project at the American University of Beirut

Aug 2023 – Oct 2023

- 1st Prize Winner – Best Strategy Project (“Trash to Treasures”) for developing a sustainable business model transforming used clothing into fashionable, upcycled garments.
- Promoted environmental awareness and circular economy practices through innovative design and strategic planning.

IBDAA at AUB 2025, Conflict to Conservation (C2C)

May 2025

- Awarded 1st Prize in the Business Planning & Recovery category for co-developing “PyroFERT”, a sustainable solution converting biomass into biochar and bioenergy.

VOLUNTEERING

Lebanese Red Cross – Emergency Medical Services (EMS), Aley, Lebanon, Volunteer

Jan 2025 – Present

- Provides first aid and pre-hospital medical assistance to patients during emergency calls.

SKILLS & PERSONAL

Technical and Accounting Skills: Financial reporting, bookkeeping, and auditing ; Tax filing procedures (VAT, income tax); Proficient in accounting software (IDS, Lebanese Ministry of Finance systems); Microsoft Office (Excel, Word, PowerPoint); Accounting Software (IDS)

Languages: Arabic (native), English (fluent), French (fluent)