

# Mariam Hajj Sleiman

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## EDUCATION

**American University of Beirut (AUB), Lebanon**

September 2022

**Bachelor of Business Administration**

**Emphasis on Accounting**

Expected graduation date: December 2025

**Nabil Adib Sleiman, Public Mix High School**

General Science Baccalaureate

grade: 17/20

## WORK EXPERIENCE

**Holdal Group, SAL, Dekwaneh, Lebanon**

**POS Accountant, part-time**

Sept – Nov 25

- Processed and validated point-of-sale (POS) entries across multiple sites and boutiques.
- Assisted in preparing POS-related financial reports.
- Supported month-end closing activities, ensuring accuracy in financial data.
- Collaborated with the finance team to maintain organized and up-to-date records.

**Accounting intern**

Jul-Aug 25

- Performed vendor account reconciliations and resolved pending vendor accounts.
- Processed accounts payable transactions and ensured timely, accurate payments using the Finance & Operations system.
- Conducted data entry for point-of-sale purchases across sites and boutiques.
- Supported month-end closing activities and maintained organized financial records.

**American University of Beirut, Beirut, Lebanon**

August 24-May 25

**Resident Assistant, Murex Dorms**

- Check residents in/out.
- Manage crises, ensuring resident safety.
- Organize events for dorm residents, according to a given budget.
- Facilitate conflict resolution and promote open dialogue.

**Daher Foods Company, Bekaa, Lebanon**

June-July 2024

**Accounting intern**

- Recorded accounts payable and receivable transactions using Oracle data base.
- Reconciled monthly bank statements with the general ledger to ensure accuracy.
- Assisted in preparing financial statements, including balance sheets and income statements.

**Celine.Co, Bekaa, Lebanon**

June-July 2023

**Accounting intern**

- Conducted data entry and invoice processing.
- Assisted the accounting department in the cash collection process.
- Organize schedules for drivers.

## EXTRACURRICULAR ACTIVITIES

**AUB Outdoors**

**Assistant Construction,**

May 24 & 25

- Responsible for a team of 10.
- Constructed 30+ booths.
- Brought equipment.

**National Education Scouts, Beqaa, Lebanon**

**Scouts Leader**

June 2015-Present

- Organize camps, trips, and activities for children.
- Participate in social events and weekly meetings.
- Develop problem-solving and public speaking skills.
- Work on awareness campaigns.
- Inventory count.

**SKILLS**

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**Languages:** Fluent in Arabic (Native), French(Intermediate), and English (Intermediate).

**Software skills:** Microsoft – Oracle – Finance and Operations.

**Soft skills:** Teamwork- Public Speaking- Confidence- Adaptability- Problem-solving.