

# Mayssa Fahd

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## GENERAL INFORMATION

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**Date of Birth:** 02-01-1999  
**Nationality:** Lebanese /Italian  
**Marital Status:** Single  
**Address:** Jounieh / Achkout, Lebanon  
**LinkedIn:** [linkedin.com/in/mayssa-fahd-7168b31b4](https://linkedin.com/in/mayssa-fahd-7168b31b4)

## EDUCATION

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- 2022 – 2025      **Master's in Business Administration & Management -General – *Notre Dame University, Louaize, Lebanon***
- 2017- 2021      **Bachelor of Business Administration in Accounting– *Notre Dame University Louaize, Lebanon***
- 2017      **Lebanese Baccalaureate II – Sociology & Economics– *Antonine international School, Lebanon***

## PROFESSIONAL EXPERIENCE

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### May 2025 – Present Junior Accountant at MODULA WORLD– Lebanon

- Handled daily accounting transactions, including Journal Vouchers (JV) and Payment Vouchers (PV), in compliance with internal policies and accounting standards
- Managed the filing and documentation of financial records, ensuring organized, accurate, and audit-ready data
- Performed regular bank reconciliations, verified transaction accuracy, and resolved discrepancies efficiently
- Reconciled supplier accounts, ensuring timely payments, proper matching of invoices, and resolution of outstanding issues
- Maintained petty cash and processed staff reimbursements with complete documentation and approval tracking
- Ensured all payments were properly authorized, supported with accurate documentation, and posted to the correct accounts
- Monitored daily cash flow to ensure sufficient fund availability for outgoing payments
- Supported the finance team in internal and external audit preparation, including gathering and organizing required documents
- Ensured compliance with company policies, accounting procedures, and financial controls

### June 2022 – April 2025 Junior Accountant at Pierre Fabre -Lebanon

- Processed customer debit notes and ensured accurate financial records
- Managed supplier payments and ensured proper invoice documentation and compliance
- Reconciled supplier accounts and managed aging reports
- Assisted in preparing monthly and year-end financial reports and statements
- Managed petty cash with accurate documentation and regular reconciliation
- Developed and implemented internal controls to reduce risk and ensure compliance with company policies
- Collaborated with internal teams to improve financial processes and reporting
- Performed bookkeeping tasks including data entry, accruals, prepayments, and fixed asset tracking

## CERTIFICATES AND WORKSHOPS

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March 2021 Values & Laws of Leadership – **The John MAXWELL Team**

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## LANGUAGES

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**Arabic** (Native), **English** (Advanced), **French** (Advanced), **Italian** (Proficient)

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## SKILLS

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**Computer Skills:** Microsoft Excel; Microsoft Dynamics AX; Odoo; Word and Power Point

**Soft Skills:** Time Management; Adaptability and flexibility; Multitasking; Working under pressure; Attention to detail; Strong communication skills; Problem-solving; Teamwork and collaboration

## INTERESTS

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**Traveling; Volunteering; Sports**