

Mayssa Fahd

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GENERAL INFORMATION

Date of Birth: 02-01-1999
Nationality: Lebanese /Italian
Marital Status: Single
Address: Jounieh / Achkout, Lebanon
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EDUCATION

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

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

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

LANGUAGES

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

SKILLS

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

Traveling; Volunteering; Sports