

Mirvat Hamadi

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Professional Summary

Chief Accountant with over 18 years of experience in financial reporting, tax compliance, and accounting operations across services, hospitality, and multi-branch environments in Lebanon. Proven ability to manage full accounting cycles, statutory filings, and accounts receivable operations while improving cash flow, ensuring compliance, and supporting management with accurate financial reporting.

Core Competencies

- Financial Reporting & Month-End Closing
- VAT, Income Tax & NSSF Compliance
- Accounts Payable & Receivable Management
- Cash Flow Monitoring & Collection Cycles
- Audit Coordination & Internal Controls
- Payroll Supervision & Labor Compliance
- Multi-Branch Accounting Operations
- Accounting Systems & ERP Usage

Experience

HSC – Beirut

Chief Accountant | Oct 2022 – Present

- Prepared daily cash movements, monthly P&L, and budgeting reports for a USD 700K business, supporting management decisions and improving financial visibility
- Managed VAT, income tax, and NSSF filings totaling USD 225K annually, ensuring full regulatory compliance and timely statutory submissions
- Oversaw accounts payable and receivable operations, reducing collection cycles by approximately one month through structured follow-up and improved reconciliation
- Reviewed and controlled approximately 1,000 accounting transactions, ensuring accurate postings, complete documentation, and timely month-end financial closing
- Coordinated external audits by preparing financial schedules and supporting documentation, resolving audit remarks and maintaining compliance with audit requirements

WH Hotel (Seher El Sharek) – Beirut

Chief Accountant | Aug 2013 – Dec 2019

- Ensured compliance with VAT, NSSF, and local tax regulations by preparing documentation and coordinating directly with external auditors during audit reviews
- Supervised monthly payroll processing for approximately 20 employees, ensuring accurate salary calculations and compliance with Lebanese labor regulations
- Managed relationships with banks and external stakeholders, supporting daily financial operations, cash movements, and ongoing business requirements
- Led finance staff by reviewing accounting work, ensuring adherence to internal procedures, reporting timelines, and consistent accounting practices

Kurban Group – Avis Rent a Car

Senior Accountant – Accounts Receivable | Aug 2005 – Jan 2013

- Managed accounts receivable and collections averaging USD 500K monthly across seven branches, covering both local and international corporate customers
- Controlled petty cash totaling approximately USD 3,000 monthly across branches, ensuring proper documentation, approvals, and expense control
- Issued invoices and managed chargebacks for Avis Europe, ensuring accurate billing, reconciliations, and timely resolution of discrepancies

ProNet – Beirut

Senior Accountant | Apr 2007 – Jul 2008

- Reconciled five bank accounts and processed approximately 200 monthly accounting entries, ensuring accurate balances, proper documentation, and reliable financial records

Education

CIS – Beirut, Lebanon

- TS2 Accounting (Auditing & Accounting) | 2021

L.T.S – Haret Hreik, Lebanon

- BT3 Accounting | 2005

Certificates

- Tax on Salaries & NSSF Declaration Workshop
- Budgeting & Forecasting Workshop
- Cash Flow Management Workshop
- Financial Analysis with Excel and AI Tools Workshop
- IFRS Workshop

Technical Skills

- Accounting Systems: Dolphin, Navision, Carpro Rental System, Equal Accounting System, PMS Hotel Management System, Libra
- Office Tools: Microsoft Excel, Word, Outlook

Languages

- Arabic - Native
- English - Professional