

# 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