

# Wafaa Almahmoud

## ( Managementinformationsystem )

 South lebanon/tyre (berghliehe)

 96103935515  wafaaalmahmoud16@gmail.com

### Objective

Results-driven MIS graduate with an accounting diploma and proven hands-on experience in financial operations. Eager to join a forward-thinking team to harness data analytics and digital technologies, driving operational efficiency, innovation, and measurable growth for the organization

### Personal information

- Nationality: Lebanese
- Place: Lebanon, tyre
- Date of birth: 6/5/2003

### Education

**Lebanese International University (LIU)**  
Management Information Systems (MIS)

2021 – 2024

### Certification

#### **General Accountant**

General Accountant Certification (2025)

- Issuer: Training Provider - Sadok Ghandour
- Details: Completed all training assessments and required coursework for the General Accountant qualification.

### Experience

February 2025- July 2025

#### **AlNourOfficeforAccounting**

Trainee Accountant and auditing

Completed an intensive accounting and auditing training period.

- Working five days a week (from 8:00 AM to 1:00 PM).
- Organizing invoices and performing daily journal entries.
- Demonstrating high competence in the workplace and a fast learning curve in acquiring knowledge and applying learned skills.
- Displaying excellent cooperation with colleagues and exhibiting good conduct and behavior.

#### **Remas Agency**

Accountant and Inventory Controller

February 2024- January 2025

Accountable for full-cycle accounting and inventory management operations, including:

- Managing and recording all incoming and outgoing merchandise invoices.
- Tracking and reconciling factory financials, including account payables and receivables. Focus on results: Ensured 98% data accuracy in financial reconciliations.
- Handling wholesale and retail transactions; managing goods delivered, processing payments, and following up on outstanding client balances.
- Conducting regular inventory monitoring and ensuring data accuracy.
- Calculating and monitoring the company's profit and loss (P&L).

*October 2022- July 2023*

### **Hiram Hospital(Insurance office)**

Front desk coordinator

Managed the patient admissions and insurance verification process:

- **Patient Data Entry:** Accurately registered and updated all new patient demographic and clinical data into the hospital system.
- **Insurance Coordination:** Directly communicated with insurance companies to verify coverage, policy validity, and secure pre-authorization for patient admissions and hospital stays.
- **Process Facilitation:** Guided patients and their families through the admission procedures, clearly explaining hospital policies and insurance coverage details.
- **Managed patient admissions and verified insurance coverage with companies.** Registered patient data accurately and guided families through procedures.

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## **Skills**

•Full-Cycle Bookkeeping •Financial Reporting •P&L Oversight •Inventory Control & Valuation •Accounts Reconciliation •General Ledger (GL) Management •Cost Accounting •Fixed Asset Depreciation •Wholesale & Retail Accounting •MS Excel •MS Word •PowerPoint •Financial Reporting Software •Data Integrity •Detail-Oriented •Deadline Management. •Data entry •Insurance Verification •Policy Coordination •Fast Learning Curve •Team Cooperation.



## Language

- Arabic:Native
- English:Proficient



## Reference

**Foaud sliman**

Accounting and auditor

*Alnour-office*

*03791552*

**Aissam ElAmeen**

Accounting and inventory

*Remas agency*

*03939719*

**Hassan Aidibi**

Front desk coordinate

*Hiram Hospital*

*70848683*

**WAFAA ALMAHMOUD**

**Wafaa**