

Mariam Hajj Sleiman

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Fresh accounting graduate with practical internship experience in audit and accounting. Familiar with financial statements, reconciliations, and basic audit procedures. Motivated, reliable, and eager to develop professionally within a structured accounting environment.

WORK EXPERIENCE

Ernst & Young (EY), Beirut, Lebanon

Jan 2026 – Present

Audit Intern

- Support audit testing of financial statements and related documentation.
- Perform audit procedures such as vouching, recalculation, and analytical review under senior supervision.
- Collaborate with team members to meet engagement deadlines and maintain audit quality standards.

Holdal Group, SAL, Dekwaneh, Lebanon

POS Accountant, part-time

Sept – Nov 2025

- Processed and validated point-of-sale (POS) entries across multiple sites and boutiques.
- Assisted in preparing POS-related financial reports.
- Supported month-end closing activities, ensuring accuracy in financial data.
- Collaborated with the finance team to maintain organized and up-to-date records.

Accounting intern

Jul-Aug 2025

- Performed vendor account reconciliations and resolved pending vendor accounts.
- Processed accounts payable transactions and ensured timely, accurate payments using the Finance & Operations system.
- Conducted data entry for point-of-sale purchases across sites and boutiques.
- Supported month-end closing activities and maintained organized financial records.

American University of Beirut, Beirut, Lebanon

Aug 24-May 25

Resident Assistant, Murex Dorms

- Check residents in/out.
- Manage crises, ensuring resident safety.
- Organize events for dorm residents, according to a given budget.
- Facilitate conflict resolution and promote open dialogue.

Daher Foods Company, Bekaa, Lebanon

Jun-Jul 2024

Accounting intern

- Recorded accounts payable and receivable transactions using Oracle data base.
- Reconciled monthly bank statements with the general ledger to ensure accuracy.
- Assisted in preparing financial statements, including balance sheets and income statements.

Celine.Co, Bekaa, Lebanon

June-July 2023

Accounting intern

- Conducted data entry and invoice processing.
- Assisted the accounting department in the cash collection process.
- Organize schedules for drivers.

EDUCATION

American University of Beirut (AUB), Lebanon

Jan 23-Dec 25

Bachelor of Business Administration

Emphasis on Accounting

EXTRACURRICULAR ACTIVITIES

AUB Outdoors

Assistant Construction,

May 24 & 25

- Responsible for a team of 10.
- Constructed 30+ booths.
- Brought equipment.

National Education Scouts, Beqaa, Lebanon

June 2015-Present

Scouts Leader,

- Organize camps, trips, and activities for children.
- Participate in social events and weekly meetings.
- Develop problem-solving and public speaking skills.
- Work on awareness campaigns.
- Inventory count.

SKILLS

Languages: Arabic (Native), French(Intermediate), and English (Intermediate).

Software: Microsoft – Oracle – Finance and Operations.

Soft skills: Teamwork- Public Speaking- Confidence- Adaptability- Problem-solving- Event planning- drawing- reading