

MaryJo Mattar

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71-773250

Mount Lebanon- Keserwan- Daroun Harissa

Professional Summary:

Finance graduate with practical experience in accounting, financial reporting, and banking operations. Currently working as a Junior Accountant with hands on experience in bank reconciliations, budgeting, costing and inventory management. Strong analytical and organizational skills with exposure to banking transactions, financial systems, and operational management. Seeking to build a professional career in the banking and financial sector.

Experience:

Junior Accountant:

Saint Louis Hospital-Haret Sakher

07/2025-Present

- Record and verify daily accounting transactions in the hospital's financial system.
- Perform bank reconciliation to ensure accuracy between accounting records and bank statements.
- Assist in preparing monthly and quarterly financial reports.
- Support budget preparation, financial monitoring, and cost analysis.
- Participate in inventory management and stock control, ensuring accurate tracking of supplies and costs.
- Assist in costing and expense analysis to support financial planning and decision making.
- Reconcile accounts payable and accounts receivable balances.
- Ensure proper filing and documentation of invoices, receipts and payment vouchers.

- Collaborate with billing and procurement departments to track expenses and revenues.

Internship Banking Operations:

Bank Audi SAL- Jounieh Branch.

07/2024-08/2024

- Assisted in daily banking operations and customer transactions.
- Supported processing of cash withdrawals and deposits.
- Assisted in opening and managing customer deposit accounts.
- Observed and learned internal banking procedures and compliance practices.
- Gained exposure to banking systems and financial services operations.

Internship Accounting & Billing:

Saint Louis Hospital – Haret Sakher.

01/2025-05/2025

- Completed rotation in the billing and accounting department.
- Performed daily data entry of financial transactions.
- Assisted in the preparation of financial statements and accounting reports.
- Supported administrative accounting processes and documentation.

Location Manager:

Game- NGO – Jounieh

04/2023- 04/2025

- Managed daily operations activities and logistics.
- Supervised staff and coordinated team responsibilities.
- Ensured safety procedures and compliance with organizational policies.
- Organized events and activities for participants.
- Provided customer and participant support.

Operation & Finance Assistant

NSA- Jounieh

06/2023-09/2024

- Managed financial records and operational payments.
- Recorded daily operational fees and transactions.
- Prepared weekly and monthly reports using Excel.
- Assisted in overseeing daily operations and staff coordination.
- Handled safety and compliance responsibilities.
- Ensured compliance with safety and operational procedures.

Hostess:

Diffa hostess agency- Beirut

06/2021-01/2025

- Welcomed and assisted guests during events and corporate functions.
- Coordinates with event staff and vendors.
- Managed guest seating and ensured smooth event operations.

Education:

Bachelor's degree in finance:

Holy Spirit University of Kaslik (USEK)

Graduated: 06/2025

French Baccalaureate:

Specialization: Mathematics

Apotres-Jounieh

Graduated: 06/2020

Skills:

Financial & Technical Skills

- Bank Reconciliation
 - Budgeting and Cost Analysis
 - Inventory Management
 - Financial Reporting
 - Accounting Principles
 - Microsoft Excel
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Professional Skills

- Communication
 - Customer Service
 - Leadership
 - Time Management
 - Teamwork
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Languages

- English (Fluent)
 - French (Fluent)
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Extra-Curricular Activities:

President, Saint Charbel Movement (MSC-Daroun)

2022-2025

- Led and managed a team of 100 members, ranging from 5 to 20 years old, in both scout and religious activities.
- Organized events, camps, and workshops ensuring smooth planning and execution.
- Conducted weekly meetings, providing engaging activities and learning opportunities.
- Supervised volunteers, ensuring roles were filled and tasks completed.
- Communicated with parents and stakeholders to maintain clear information flow.
- Managed day-to-day operations, ensuring the organization's success and growth.

