

KAWTHAR MEZHER

ACCOUNTANT | DATA ENTRY | CASHIER



+961 81 612 798



Beirut, Lebanon



kawtharmezher.km99@gmail.com

PROFESSIONAL SUMMARY

Detail-oriented professional with experience in Data Entry, Cash Handling, Sales, and Accounting Support. Skilled in invoice entry, product pricing, record keeping, and customer service. Reliable, organized, and able to work efficiently in fast-paced environments.

EDUCATION

- Lebanese University**
Bachelor's Degree in Accounting & Auditing 2016 – 2019
- Lycée Officiel de Ghobeiry**
Baccalaureate Certificate – Sociology & Economy 2016
- Kaser Al Thakafa**
Brevet Certificate 2013

PROFESSIONAL EXPERIENCE

- 2024 – 2025
Cashier – Rammal Supermarket (Ghobeiry Branch)
 - Processed customer payments and cash transactions accurately.
 - Maintained daily cash records and issued receipts.
 - Provided professional customer service and support.
- 2022 – 2024
Data Entry Assistant – Al Wataniya Supermarket
 - Entered invoices and updated product information in the system.
 - Managed product pricing and merchandise details accurately.
 - Assisted with inventory records and data organization.
- 2021 – 2022
Cashier – Al Wataniya Supermarket
 - Handled cash transactions and customer payments.
 - Prepared receipts and maintained transaction accuracy.
 - Assisted customers with daily sales inquiries.
- 2021
Cashier & Sales Associate – Al Safi
 - Assisted customers and supported sales activities.
 - Processed payments and managed cash handling.
 - Maintained product displays and store organization.
- 2020
Accounting Intern – Delta Accounting & Auditing
 - Assisted with accounting documents and invoices.
 - Organized financial records and files.
 - Supported data entry and administrative tasks.
- 2019 – 2020
Accounting Intern – Fadel Accounting & Auditing
 - Prepared and organized accounting documents.
 - Assisted with invoice and data entry tasks.
 - Maintained accurate financial records.
- 2018
Banking Intern – BBAC Bank (Bir Al Abed Branch)
 - Assisted with customer service operations.
 - Organized documents and banking files.
 - Supported daily administrative tasks.

SKILLS

- Data Entry & Invoice Processing
- Product Pricing & Data Management
- Cash Handling & POS Systems
- Accounting Support
- Record Keeping & Documentation
- Inventory Management
- Sales & Customer Service
- Microsoft Office Skills
- Attention to Detail
- Communication & Teamwork

LANGUAGES

- Arabic (Native)
- English (Fluent)
- French (Fluent)