

Mira Mahmoud

A c c o u n t a n t

📍 Beirut, Lebanon
✉ mira99mahmoud@gmail.com
☎ +961 76 672 737

P R O F I L E

An energetic professional with experience in accounting and other fields, I consistently exceed goals. Seeking opportunities to expand skills and contribute to a reputable organization's success.

S K I L L S

- Excellent knowledge of accounting regulations and procedures
- Hands-on experience with accounting software
- Professional in MS Excel
- Strong attention to detail and good analytical skills
- Outstanding communication skills and work ethics

L A N G U A G E S

ARABIC
NATIVE SPEAKER

ENGLISH
ADVANCED LEVEL

FRENCH
ADVANCED LEVEL

S T U D I E S

The American University of Science and Technology (AUST) - Beirut 2018 – 2022

Bachelor Degree in Banking & Finance
GPA: 3.5

Notre dame de l'Annonciation 2016 – 2017

Lebanese Baccalaureate II – Living Sciences
Very Good

E X P E R I E N C E

Accountant and Cashier 2022 – 2023

Malik's Bookshop

I oversee financial transactions, including payment tracking for both internal and external stakeholders, budget forecasting, and tax processing. Additionally, I manage customer transactions through cash registers, ensuring accurate pricing and collecting payments, whether in cash or credit.

Accounting Internship 2021

Law Office

I reconcile invoices, manage expenses and deposits, input transactions, maintain records, handle payroll documents, and assist in monthly audits.

Sales and Marketing 2018-2019

Kix Fitness Gym

I introduced marketing strategies and sales plans, while also engaging with both loyal and potential customers to address their inquiries and concerns.