



## Mira Al Hayek

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Saida-Lebanon

Nationality: Lebanese

**OBJECTIVE:** Seeking to build a career in a multinational organization that will enable me to develop new skills and utilize my technical experience efficiently and effectively in the Accounting industry specifically and business industry generally.

### **EXPERIENCE: Associate**

October 12 2014 – June 10 2015

*Associate in the Assurance services at PriceWaterhouse Coopers (PWC) – Abu Dhabi, UAE.*

➤ **Responsibilities:**

- *Performing an external audit to clients following IFRS rules and regulations.*
- *Performing an audit to get a reasonable assurance over balance sheet financial line items:*
  - 1- *Current assets such as cash, inventories and prepaid expenses.*
  - 2- *Non-current assets such as property, plant and equipment.*
  - 3- *Current liabilities such as accounts payable.*
- *Performing an audit to get reasonable assurance over income statement financial line items:*
  - 1- *Expenses such as selling and administrative, operating, salaries and COGS.*
- *Selecting high value items to be tested which are considered risky to a financial line item.*
- *Vouching and tracing what is on the face of the financial statements to original documents.*
- *Helping team managers to write the audit report.*

### **Trainee**

June 2 – July 11 2013

*Consulting Intern at PriceWaterhouse Coopers (PWC) – Abu Dhabi, UAE.*

➤ **Responsibilities:**

- *Writing reports for workshops conducted in the ministry of Interior and various governmental agencies in the UAE*
- *Translating reports from English to Arabic and vice versa.*
- *Entering Data on Microsoft Excel*
- *Preparing daily reports for the manager's reference*
- *Meeting with the senior manager and other colleagues to write some proposals for various clients such as Emirates Foundation for Youth and development*

- *Attending meetings with the Department Heads for training purposes such as coming up with strategies that would match a client's culture and structure of the company*
- *Preparing various PowerPoint presentations for the reference of the partner*

**EDUCATION: ACADEMIC:**

*American University of Sharjah (AUS), Sharjah UAE Bachelor of Science in Business Administration, Major in **Accounting*** 2010-2014

**HONORS & AWARDS:**

- *Chancellor's list* 2010-2011  
- *Dean's list (CGPA 3.5)*

**ADDITIONAL EXPERIENCE: Teacher Assistant** for Business Ethics & CSR

*Management Department at the American University of Sharjah (AUS), Sharjah, UAE* Feb 13' - May 14'

Supervised by Dr. Tor Brodkorb

Responsibilities:

- Giving feedback on students weekly homework, midterms, finals and keeping the attendance record on a spreadsheet

**SKILLS:**

**Language**

Arabic  
English  
French

**Level**

Mother Tongue  
Fluent  
Limited Working Proficiency

**Software**

MS Office (Excel, Word, PPT)

**Level**

Expert

**Soft skills:** Working in a team and independently, managing stress, meeting deadlines, multi-tasking, fast-learning and willing to experience new work environments

**EXTRAS:**

Willing to do my CPA Exam.