

MIRA BAJOUK

Lebanon – Beirut
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Date of birth : 01 Jan 1990

CAREER OBJECTIVE

Seeking leadership position in Business Management, Accounting or Finance in order to develop my skills, achieve progress, present credibility and build a career.

Educational Background

Bachelor of Science, Business Management – Accounting & Auditing
Lebanese University, Beirut, Hadath Branch, March 2012

Work Experience

Barakat Travel
Downtown, Azarieh Bldg
Senior Accountant

June 2012 – present

Responsibilities

- Prepared , Reviewed and corrected accounting entries
- Checked invoices with payments made
- Filing and documentation
- Reconciliation of Bank statements
- Reconciliation supplier statement of accounts
- Ledger entries, journal entries
- Check& Correct the trial balance
- Daily cash Transactions
- payables and receivables control
- Maintain up-to-date billing system
- Generate and send out invoices
- Follow up on, collect and allocate payments
- Carry out billing, collection and reporting activities according to specific deadlines
- Perform account reconciliations
- Monitor customer account details for non-payments, delayed payments and other irregularities
- Research and resolve payment discrepancies
- Generate age analysis
- Review AR aging to ensure compliance
- Maintain accounts receivable customer files and records
- Follow established procedures for processing receipts, cash etc.
- Process credit card payments
- Prepare bank deposits
- Investigate and resolve customer queries

- Process adjustments
- Develop a recovery system and initiate collection efforts
- Communicate with customers and suppliers via phone, email, mail or personally
- Assist with month-end closing
- Collect data and prepare monthly metrics

Barakat Travel
Downtown, Azarieh Bldg
HUMAN RESOURCES

September 2016 – present

Responsibilities

- Salaries
- Attendance
- Job interviews
- Resignation
- Solving employees problems

RICO Group (Financial business group)
Accountant (training)

Jan 2012 – May 2012

Responsibilities

- Bank Reconciliation
- Preparation of budgets and daily reports
- Account control
- Daily cash transaction
- Credit and receivables control
- All accounting transactions

Blom Bank Sal (Retail Hamra)
Personal loan department (training)

June 2010 – Sep2011

- Responsible for all personal and consumer loan applications,
- Following up customer's application related to communication with other departments, all branches and with dealers
- solve customers' applications problems
- Full knowledge of retail banking products).
- Telemarketing department
- Responsible for marketing all types of credit card on phone and apply customers' application on the system).

Arope Insurance, Verdun
Life Insurance Department (training) -Filing, Archive

Nov 2009 – Jan 2010

Smartec Technologies
El Jamous, Milano st.
Secretary Assitant

June 2008 – Aug 2009

Responsibilities

- Preparing and filing dormant accounts.
- Responsible for all company secretarial functions, duties and responsibilities.
- Organizing, preparing agendas for, and taking minutes of board meetings.

Functional Strength and Skills

- Highly organized and enthusiastic, able to complete work under pressure.
- Ability to create excellent relationship with both customers and colleagues.
- Finish work on time.
- Typing Arabic/English and Secretarial Skills.
- Operating systems: Microsoft Office.
- Accounting software: Peach Tree, Al Amin, Silicon Accounting System , Focus
- Internet search and e-mails
- Workflow and performer

Languages

Fluent in English and Arabic

References are available upon request.