*Curriculum Vitae of*

**MAYA MICHEL GHRAICHE**

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**City Address : Beirut - Lebanon**

# OBJECTIVE

I am seeking a position in a creative, challenging and high caliber environment that will give me the opportunity to launch a serious and ambitious career. I believe I have the motivation and personal skills that qualify me to accomplish goals in a competitive domain, proved my interpersonal skills and the ability to listen and work in a multi-cultural environment.

## WORK EXPERIENCE

***February 2011- December 2013 Qatar***

***Working in Al Jammali For Auditing & Accounting***

* *Prepare daily entries and record daily transactions in the client's system – Journal Vouchers, Check Vouchers, Receipt Vouchers.*
* *Prepare monthly bank reconciliations.*
* *Monitor Accounts Payable and Receivables and prepare aging schedules.*
* *Prepare monthly payroll and check leave of absences, advances of staffs.*

***October 2009-January2011 Qatar:***

***Working in Al Raed Trading Co. in the accounts department, handling the payables***

* *Preparation of Accounts Payables list ageing wise.*
* *Cost centre transfer of Expenses.*
* *Preparation of Pre-deposits documents and listing.*
* *Summary of daily Purchases.*
* *Reconciliation of bank accounts.*
* *Updating for Sales Verification.*
* *Updating for Purchase Verification.*
* *Documentation of Master Accounts of Payable.*
* *Misc assets purchase listing of suppliers.*
* *Preparation of documents for loan.*
* *Preparation of Master list of Suppliers.*
* *Reconciliation of Accounts Payable.*
* *Preparation of Cheques.*
* *Safe Cash Preparation.*
* *Shortlist pending items in purchase Verification.*
* *Shortlist pending items in sales Verification.*

***September/05/ 2008 until July/31/2009Lebanon:***

***Working in Al-KAFAAT in the finance/accounting department***

* *Preparation of accounting journals / Debit Notes.*
* *Preparation of Accounts Payables list.*
* *Reconciliation of bank accounts.*
* *Preparation of Cheques*

***From 04/06/2007 until 09/06/2008***

***My training was involved in both accounting and auditing fields****:*

* *Creating a Journal voucher.*
* *Amortization, inventory.*
* *Examine the cycle of purchase, sales and VAT.*
* *Salary tax declaration, Payroll, CNSS*
* *Personal declaration, income tax.*
* *Income tax declaration for individual institutions*
* *Financial Analysis*

***April 2009- Duration 16 hours:***

*I have attended a training of a period of 16 hours in Software Design Consulting Group a course on program DOLPHIN stock.*

***May 2009 – Duration 8 hours:***

*I have attended a training of a period of 8 hours in Software Design Consulting Group a course on program DOLPHIN Accounting*

**TECHNICAL SKILLS**

Excellent commanding of the PC and the Internet:

Microsoft Windows & office (Word, Excel, Access), Internet Explorer.

## EDUCATION

**2002 – 2005:** BT 3 Baccalaureate diploma in the accounting / Informatique, Institute of technical & arts, Dekwaneh - Lebanon.

**From 18/10/2005 until 25/09/2008** Foundation Al- Kafaat University

Diploma in Business accounts & finance

## PERSONAL DATA

*Name* : Maya Michel Al Ghraiche

*Date & place of birth* : 1st of January1983, Beirut - Lebanon.

*Nationality :* Lebanese

*Marital Status* : Married.

Written and verbal communication skills in French and Arabic.

Good in English