

MIRA

BASSET

SENIOR ACCOUNTANT

Personal Info

Address

1st Fl. Ayache Bldg.
Khandak street
Baabda - Lebanon

Phone

009613905225

E-mail

mirafbasset@gmail.com

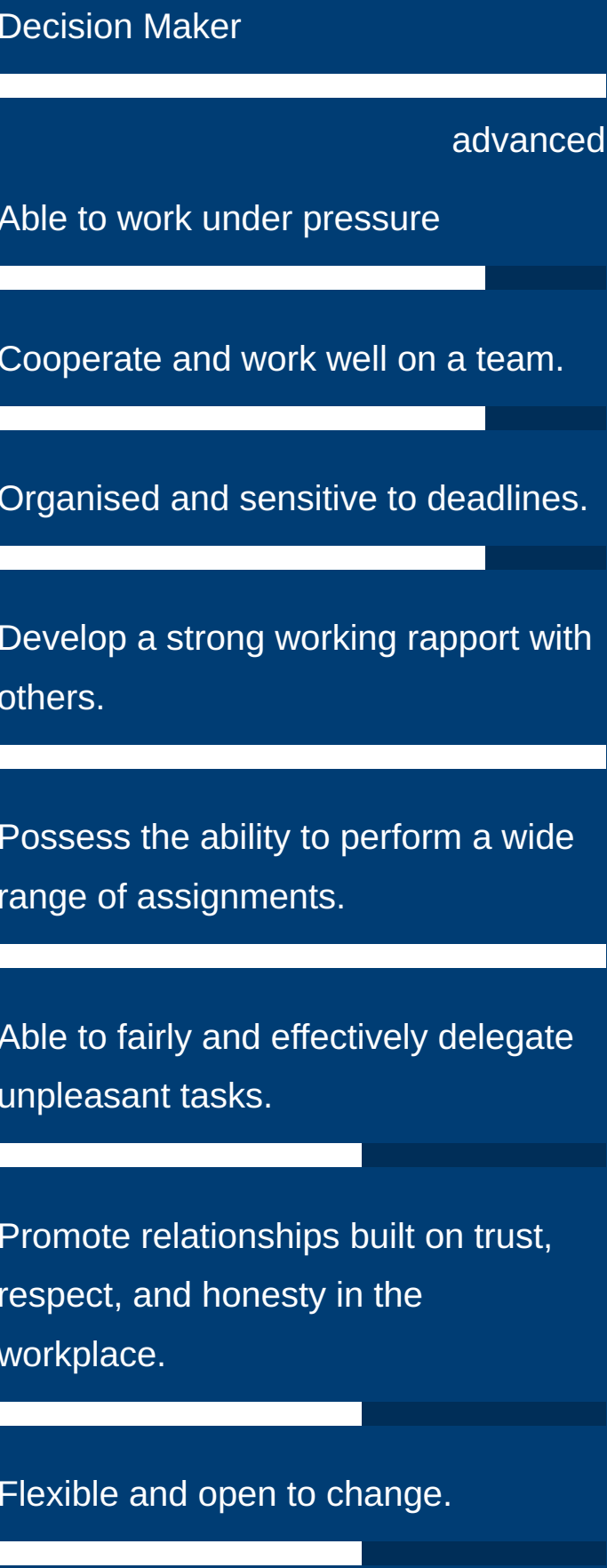
Date of birth

1982-09-11

LinkedIn

<https://www.linkedin.com/in/mirabasset/>

Skills



Senior accountant with 8+ years of experience with analytical skills in balance sheet, P&L analysis, budgeting projection. Highly organized and articulate; able to achieve results in a timely manner. Proficient in using Microsoft Excel, Word, PowerPoint and many accounting and finance programs.

Experience

2013-08 - present	<div>Senior Accountant</div> <div><i>Al Media SAL</i></div> <ul style="list-style-type: none">Developed and implemented various financial reporting exercises.Enhance the Accounts Receivable and Accounts Payable tracking and reconciliation procedures.Reconciling bank statements monthly.Managing the Petty Cash, Office supply expense accounts.Prepare monthly Payroll and the Government Taxes Exercises (VAT,NSSF..)Invoicing, Control the invoicing as per the commercial policy, the contracts, incentive and airtime.Daily journal entries along with the petty cash accounts.Maintain accounting records.
2013-05 - 2013-08	<div>Finance Officer</div> <div><i>Independent Productions</i></div> <ul style="list-style-type: none">Managed and audited Billing, Accounts Payable and Accounts Receivable.Handled the Government Taxes Exercises (VAT, WHT, NSSF).Ameliorated and tracked the bank reconciliation exercise.Managed the daily journal entries along with the petty cash management.Prepare the payroll.
2012-10 - 2013-02	<div>Accountant</div> <div><i>Bureau Veritas Abu Dhabi</i></div> <ul style="list-style-type: none">Spearhead activities related to financial operations & controls and reporting on financial status.Handled A/R Accountant, A/P Accountant, timeSheets, Payroll & General Ledger Accountant. and reconciliation procedures.Perform reports and analysis work related to budgeting, forecasting.
2009-06 - 2012-09	<div>Accountant</div> <div><i>Bureau Veritas Liban</i></div> <ul style="list-style-type: none">Developed and implemented various financial reporting exercises.Carried out Budgeting and Forecasting process.Managed and audited Accounts Payable and Accounts Receivable.Handled the Government Taxes Exercises (VAT, WHT, NSSF).Ameliorated and tracked the bank reconciliation exercise.Managed the daily journal entries along with the petty cash management.Prepares Recruitment Contracts offer to selected candidatesPlan and prepare annual headcount report and updating the organization chart.Assists in drafting out annual letter and promotion letter.Monitored employee files for monthly compliance requirements by utilizing computer system to generate reports.Handled the Payroll and Attendance tasks and generated the HR reporting.Controlled the human resources’ expenses by entity / department.
2007-09 - 2009-05	<div>Executive Assistant</div> <div><i>Bureau Veritas Liban</i></div> <ul style="list-style-type: none">Support the departments in all administrative functions.Schedule executive meetings, appointments and arrange travel plans when

- required.
- Prepare invoices, reports, memos, letters and other documents.
- Assist executives in all works, meetings, preparing presentations, proposals and contracts.
- Complete the assigned work, tenders at given time without any delay.
- Handle all purchase orders.
- Prepare ISO session materials: Coordinate the training logistics, prepare files and send printing orders, Assist in training schedule preparation and follow all billing aspects.
- Maintain filing systems inline with office policies.
- Handle correspondence with internal departments, sub-contractors, & clients.
- Perform managerial duties in absence of the chief executive.
- Assure Staff attendance.

Education

2003-06 -
2006-06

La Sagesse University
BA in Business Administration.

Languages



Software

