

DOUAE MQAM

Accounting,Finance&Administrative Specialist

PERSONAL DETAILS

NATIONALITY
Moroccan

PHONE
+370(628) 52 892

EMAIL
douaemqam@gmail.com

ADDRESS
Laukog.22, Garliava, 53279 Kauno raj., Lithuania

LANGUAGES

Arabic	Native
French	Regular
English	A2 (Elementary)

CORE SKILLS

General Accounting · Balance Sheet · Tax Compliance · Bank Reconciliation · Customer Service · Reception & Scheduling · Salon Operations · Inventory Control

SOFTWARE

Sage Accounting · MS Excel (Advanced) · MS Word & PPT · Canva

INTERESTS

- Reading & Self-Development
- Beauty & Salon Care Trends
- Online Courses (MOOCs)

PROFILE SUMMARY

Organized and adaptable professional with strong foundation in Business Management, Accounting, and Administrative Operations, complemented by practical experience in customer service, salon management, and reception duties. Dedicated to delivering accuracy, exceptional service, and operational excellence.

PROFESSIONAL EXPERIENCE

Accounting Intern

May 2026 – Sep 2026

Accounting&AuditFirm | Berkane, Morocco

- Managed day-to-day bookkeeping and transaction entries (purchases, sales, and expenses).
- Executed regular bank reconciliations and account lettering for financial consistency.
- Assisted with tax compliance and VAT declaration filing procedures.

Beauty & Salon Assistant / Receptionist

Part-Time

Women'sBeauty&CareSalon | Morocco

- Assisted with salon client care, nail aesthetics support, hair care preparation, and general facility cleaning & maintenance.
- Managed front desk reception, client appointments, phone calls, and social media inquiries.
- Recorded daily cash register entries and managed inventory logs for salon products.

Administrative & Finance Intern

Jul 2025 – Sep 2025

Provincial Government Office | Province of Berkane

- Classified and archived administrative and financial records.
- Tracked incoming/outgoing mail and assisted in municipal contract procurement tasks.

EDUCATION

Higher Technician Certificate (BTS)

In Progress

InstitutSupérieurdeTechnologieAppliquée(ISTA) | Berkane, Morocco

Specialization: Business Management (Accounting & Finance)

Baccalauréat – Humanities (French Stream)

Jun 2024

AbouLkhairHighSchool | Berkane,Morocco

I hereby authorize the processing of my personal data included in this CV for recruitment purposes in accordance with the relevant General Data Protection Regulation (GDPR) guidelines.