

Housam Numer

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Address: Achrafieh, Beirut, Lebanon

Date of birth: October, 1990
Marital status: Single

Summary

Accounting professional with over four years of experience, possesses multiple skills covering many financial areas such as cost control principals, ledger analysis, financial statements, budgeting, and auditing practices.

Certification

Certified Management Accountant – CMA	2019
Institute of Management Accountant	
Certification number 65612	

Education

Master of Business Administration – MBA	2016
Syrian Virtual University – Damascus, Syria.	
GPA 73.61%	
Bachelor of Economy, Accounting	2013
Damascus University – Damascus, Syria.	
GPA 75.23%	
Syrian Baccalaureates, Scientific Branch	2008
GPA 91.67%	

Experience

Accountant	Feb, 2013 to Mar, 2017
Nawafir Tours International – Damascus, Syria	

- Modified a comprehensive financial reporting package to reflect growing organizational complexity.
- Maintained integrity of general ledger, including the chart of accounts.
- Analyzed monthly balance sheet accounts for corporate reporting.
- Generated financial statements and facilitated account closing procedures each month.
- Trained three new employees on accounting principles and company procedures.
- Performed complex general accounting functions, including preparation of journal entries, account analysis and balance sheet reconciliations.
- Prepared accurate financial statements at end of the quarter.
- Reviewed collection reports to determine the status of collections and the amounts of outstanding balance.

- Analyzed monthly balance sheet accounts for corporate reporting.
- Filed tax returns and prepared governmental reports in compliance with strict standards.
- Maintained integrity of general ledger, including the chart of accounts.
- Generated financial statements and facilitated account closing procedures each month.
- Compiled financial reports pertaining to each receipts, expenditures and profit and loss.
- Prepared accurate financial statements at end of the quarter.

Language

Arabic	Native
English	Fluent

Skills

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| <ul style="list-style-type: none">• Superior attention to detail.• Self-motivated professional.• Financial reporting specialist.• Initiative. | <ul style="list-style-type: none">• Highly dependable.• Innovative thinker.• Highly energetic.• Reliable and loyal. |
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Computer Skills

QuickBooks	(accounting system)
Al-Ameen	(accounting system)
SPSS	(statistic system)
Microsoft Office	(Word, Excel, Access, Outlook,...)

Objective

Versatile team player eager to contribute a strong finance, accounting and administrative background toward actively supporting the success of a progressive organization offering opportunities for growth in exchange for superior performance.

Interests

- Reading
- Sports
- Arts

Reference

Provided upon request.