

BASMA TAHA EL MADHOUN

PERSONAL INFORMATION

Full Name : Basma Taha El Madhoun
Address: : Korniche Al Mazraa, Beirut-Lebanon
Mobile # : +961 03 793225
Date of Birth : 06/April/1984
Marital Status : Single
E-mail : b.madhoun@hotmail.com

PROFESSIONAL SUMMARY

Senior Accountant with 13 years of experience maintaining accurate accounting records, worked in various accounting duties including payables, receivables, NSSF, payroll, taxations, intercompany, financial reporting preparation, analysis, and implementing process improvements. Highly organized and able to achieve results in a timely manner. Proficient in using Microsoft Excel, Word, PowerPoint and worked with several accounting software.

SKILLS

- Accurate and attention to details.
- Mathematical reasoning skills.
- Trustworthy.
- Good communication skills both in writing and verbally.

EDUCATION

May –Sept 2007	Diploma Degree in Commerce/Accounting, Beirut Arab University, Business Administration Faculty Beirut-Lebanon
Oct 2002-2006	Bachelor Degree in Commerce/Accounting, Beirut Arab University, Business Administration Faculty Beirut-Lebanon
Sept 2000-2002	Lebanese Baccalaureate part II/ Litteraires-Humanites, Ecole Des Filles De La Charite Beirut- Lebanon

EXPERIENCE

May 2007 – April 2020 **Imperial Jet S.A.L**

Senior Accountant:

- Manage Inter-company entries and reconciliations.
- Review and ensure that all accounts allocations are in accordance with the chart of accounts as well as meeting the deadlines for reporting.
- Recording Assets entries and maintaining excel record for accuracy and to ensure safekeeping.
- Manage financial departments with responsibility for cash flow, Forecasting, Payroll, Accounts Payable and Receivable.
- Generate financial statements and facilitated account closing procedures each month.
- Spot errors and suggest ways to improve efficiency and spending.
- Prepare the VAT, NSSF and Corporate Tax quarterly reports.
- Assist Auditors in providing Financial and Legal required documents.

Accounts Payable Specialist:

- Prepare NSSF and Tax Authorities payments.
- Control and check all reconciliations (Cash, Visa reconciliations, Banks and Suppliers).
- Accounts payable specialist; processing supplier's payments (Checks, online transfers, handling direct debits accounts with the bank).
- Assist in Payroll preparation and submit payments to employees.
- Identify cost saving opportunities (checking cost invoices versus budget and follow up with suppliers for credit notes needed).
- Prepare and process electronic transfers and payments; post transactions to journals, ledgers and correspond with vendors by responding to inquiries in order to maintain good credit limit with them.
- Follow up payment due dates and ensure all commitments are met on due dates stipulated in the contracts.
- Holding the petty cash and recording accounting entries to ensure accuracy.
- Liaise and follow up with bankers, insurers and solicitors regarding financial transactions.
- Follow up the company Credit cards status, limit, and replenish when needed. Coordinate with the bank regarding fraud cases.
- Prepare and record Crew Per diems according to company policies. Submit sheet to salaries record.
- Following up and monitoring office costs (Mobiles, Landlines, rent, parking...)

Accounts Receivable Specialist:

- Monthly billing for clients according to contracts and sending clients analysis reports.
- Analyzing Owners contracts for billing.
- Summarizing receivables by maintaining invoice accounts; coordinating monthly transfer to accounts receivable account; verifying totals.
- Post customer payments by recording cash, checks, and credit card transactions.

- Post revenues by verifying and entering transactions and retrieving allocation report monthly to confirm correct data.
- Prepare collection reports to determine the status of collections and the amounts of outstanding balances. Continuous review of AR aging report.
- Prepare sales commissions monthly reports according to company commission calculation.
- Assist in the preflight daily report, showing management daily preflight P&L based on direct cost.
- Assist in managing late, doubtful, bad customers and legal cases.
- Assist in the preparation of detailed Customers P&L report.
- Processing reports for management analysis.

November 16 - July 2018 **Mallah Establishment for Accounting & Auditing**
(Experience Certificate)

- Salary Tax declaration, Payroll, CNSS.
- Personal declaration, Income Tax.
- Income Tax declaration for individual institutions (real profit).
- Amortization, Inventory

July -Sept. 2006 **First National Bank**
Trainee

- Operation Teller,
- Customer Service Representative and,
- Operations Support.

June- Aug. 2005 **Allied Business Bank**
Trainee

- Operation Teller,
- Personal Banking,
- Administration Service.

LANGUAGES

Fluently spoken and written: Arabic, French and English.

CERTIFICATIONS

- NSSF & Taxation Certificate from Business and Finance Club - January, 2013.
- NORIA ERP Functional Advantages from EDM Software Solutions – March, 2014.