

SALIBA Michael

Associate Auditor and Accountant

Bsalim, Beirut

Nationality: Lebanese

Born: October 08, 1993

saliba.michael@hotmail.com

Tel: (+961) 76 12 95 40

Professional Experience

May 2018 - February 2019 Associate Auditor and Accountant at "SERHAL NASSAR & CO ", Achrafieh

- Assist and support audit team in their day-to-day functions
- Resolve client inquiries and issues relating to audit functions
- Prepare detailed reports on audit findings
- Compute and prepare taxes with reference to current legislation
- Compile and present audit reports and financial statements

June 2015 - April 2018 Associate Auditor and Accountant at "ROBERT WARDA OFFICE ", Sin El-Fil

- Examine of all the journal entries to ensure financial recording accuracy and compliance with the international standards
- Reconcile financial discrepancies by collecting and analyzing account information
- Audit financial information
- Examine inventory to verify journal and ledger entries
- Compute and prepare taxes with reference to current legislation
- Compile and present audit reports and financial statements

March 2014 - May 2015 Assistant Chief Accountant (Part-Time) at "HOME CARE LEBANON", Badaro

- Document financial transactions by entering account information
- Prepare asset, liability, and capital account entries by compiling and analyzing account information

March 2014 - June 2014 Intern at "BEST SOLUTION FINANCE", Badaro

- Collect data to determine costs of business activity such as raw material purchases, inventory and labor
- Analyse data collected and recording results
- Analyse actual manufacturing costs and prepare periodic reports comparing standard costs to actual production costs

Sept 2013 - October 2013 Intern at "ELIE RIZKALLAH OFFICE", Saifi

- Document financial transactions by entering account information
- Substantiate financial transactions by auditing documents
- Compute and prepare taxes with reference to current legislation

June 2013 - July 2013 Intern at "BLC BANK" - Jal El Dib Branch

- Provide services to customers, such as: receiving deposits and loan payments, cashing checks, open and maintain customer accounts by recording account information, having knowledge of financial products

Additional trainings

March 2017 - October 2017 CPA in MFI (Move Forward International) at Beirut Symposium Executive Centre, West Hall, Sin El Fil

- Auditing and Attestation (AUD),
- Financial Accounting and Reporting (FAR)
- Regulation (REG),
- Business Environment Concepts (BEC)

March 2014 Attended the "Advanced Payroll Taxation"

5-days workshop held by Business and Finance Club, S.A.R.L - Hamra

Education

Sept 2014 - July 2015

Master 1 in “Accounting & Auditing” at Lebanese university, Faculty of Economic Science & Business Administration, section 2, Achrafieh

Sept 2011 - July 2014

Bachelor degree in “Accounting & Auditing” at Lebanese university, Faculty of Economic Science & Business Administration, section 2, Achrafieh

Languages and Computer Skills

Arabic: native speaker

French: fluent

English: fluent

- Accounting Software: PIMS 2, Senior Dolphin, Visual Dolphin
- Microsoft Office: Word, Excel, PowerPoint, Access

Personal Interests

Basketball and Swimming

Referees are furnished upon request.