

Ghassan Srou

Accounting and Audit

Objective: To obtain a position where I will be able to contribute my skill, knowledge, and experience to a company that will give me an opportunity to develop my career.

✉ Ghassan_94@live.com

📱 71124982

📍 Beirut, Lebanon

WORK EXPERIENCE

Data Entry

Rammal Al-Asli Supermarket

05/2018 – Present

Beirut, Lebanon

Achievements/Tasks

- Completes all assigned data entry requests and tasks within required timeframes while maintaining a high level of quality.
- Reviews work orders and accurately inputs data into company database.
- Audit on-line applications for accuracy and completeness.

Accountant-Trainee

Workplace/Company

11/2017 – 02/2018

Beirut, Lebanon

Achievements/Tasks

- Analyzed financial information and summarised financial status.
- Coordinated the responsibilities between the team members to complete tasks before deadline.
- Developed and documented business processes and accounting policies to maintain and strengthen internal controls.

Accountant-Trainee

Dergham & Hamdar

06/2016 – 10/2016

Beirut, Lebanon

Achievements/Tasks

- Prepared asset, liability, and capital account entries by compiling and analyzing account information.
- Documented financial transactions by entering account information.
- Summarized financial status by collecting information, preparing balance sheet, profit and loss statement, and other reports.

Salesman

Virgin Megastore

05/2014 – 01/2015

Downtown Beirut

Achievements/Tasks

- Ensured all customers received excellent service through direct salesmanship and prompt service.
- Monitored and reported on sales activities and follow up for management.
- Collaborated with managers, team members, and vendors to achieve the company's goal.

Audit-Trainee

Talal Abo Ghazaleh Co.

02/2014 – 07/2014

Beirut, Lebanon

Achievements/Tasks

- Made full reports of the company including balance sheet and income statement of retained earnings.
- Collected and analyzed data to detect deficient controls, duplicated effort, extravagance, fraud, or non-compliance with laws, regulations, and management policies.
- Reviewed data about material assets, net worth, liabilities, capital stock, surplus, income, and expenditures.

SKILLS

Accounting programs: EDM, Noria, Al-Amin

Microsoft Office: Word, Excel, Power Point

Analytical and Problem Solving skills

Schedule time effective

Resourceful

Multi-tasking

Detail-oriented

Organized

Effective communication

Internal and External auditing

Information gathering and management

Confidentiality

Data Entry Management

Awareness of business trends

Accuracy

Time management

Deadline oriented

Teamwork

EDUCATION

Universite la Sagesse (2017 – Present)

MBA-Audit

Arab Open University (2012 – 2016)

Accounting & Business Studies

LANGUAGES

Arabic



English



Francais

