

Ahmed Jundi

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Experience

02/2023 – PRESENT

Finance Officer / Antwork, Beirut – Lebanon

- Facilitated the resolution of financial discrepancies and disputes between internal departments and clients.
- Proven track record in ensuring financial accuracy, compliance with regulations, and optimizing financial performance across departments.
- Performed reconciliation of daily, monthly, and annual transactions to ensure accuracy and consistency.
- Supported budgeting and forecasting processes by compiling financial reports, tracking expenditures, and identifying cost-saving opportunities.
- Managed accounts payable and receivable processes, ensuring timely payments and collections, and maintaining accurate financial records.
- Reconciled bank statements, general ledger accounts, and vendor statements, identifying and resolving discrepancies.
- Prepared accurate monthly, quarterly, and annual financial statements, including balance sheets, profit & loss statements, and cash flow reports.
- Supported budgeting and forecasting activities, working with department heads to track expenses and align financial goals.
- Conducted variance analysis to identify areas of overspend and suggest cost-saving measures, contributing to a reduction in operating costs.
- Provided financial insights and recommendations to senior management for informed decision-making.
- Managed payroll processing for employees, ensuring timely and accurate payments, including tax deductions and benefits administration.
- Developed and maintained financial reports to monitor cash flow, profit margins, and cost-efficiency across the organization.

03/2019 – 02/2023

Accounting Officer / I-Engineering (NokNok Account), Beirut – Lebanon

- Posted customer payments by recording cash, online payments, credit card, and Bank Transfers.
- Reconciled all sales orders on daily basis and make sure that the total collection is equal to total sales orders.
- Managed year-end stock count to ensure the completeness, existence, and cut-off of the inventory at each year-end and follow up on discrepancies.
- Managed periodical stock counts and ensures clean inventory locations (on the system) to ensure completeness and existence of inventory operations and follow up on discrepancies.
- Ensured that orders synced to ERP match Address data.
- Liaised with warehouses, commercial department, and suppliers to resolve any variances and issues.
- Liaised with accounts payable department to make sure no variances with supplier's accounts.
- Prepared supporting documentation and posting entries on Microsoft Dynamics 360, maintaining financial information, files, and documents thoroughly and accurately.

12/2016 – 02/2019

Client Services Coordinator (Finance & Accounts) / La Baleine – Jeddah, Saudi Arabia

- Maintained relationships with clients regularly to ensure customer satisfaction.
- Managed client accounts, handling financial inquiries including billing discrepancies, payment statuses, and service-related charges.
- Worked closely with the finance department to ensure the accurate processing of invoices, payment tracking, and account reconciliations.
- Coordinated with internal departments (sales and finance) to address contract terms, billing cycles, and any potential client financial concerns.
- Followed up with production employees to maintain quality control and production efficiency.
- Followed up with delivery staff regularly to ensure delivery efficiency.
- Established cost-effective methods in the production and delivery of products.
- Assisted clients with the setup and maintenance of payment plans, ensuring compliance with financial agreements and company policies.
- Prepared of monthly sales, profit and loss, expenses, salaries, and revenue statements).

02/2015 – 12/2016

Business Development Associate / PwC, Beirut - Lebanon

- Assisted with the initiation of the sales center.
- Data management and generation.
- In-house sales & client servicing.
- Generated leads and identified prospects.
- Sales support for Dubai and KSA markets.
- Allocation of potential clients, setting meetings for senior management to acquire new business.
- Advisor/consultant in the learning and development field.

11/2014 – 02/2015

Client Care Trainee / Adjust – Jeddah, Saudi Arabia

- Supervised production.
- Quality control.
- Delivery coordination (coordinated with drivers, meeting with merchandisers).
- Planned & discussed designs with clients.

Education

08/2009 – 05/2014

BA. Business Management / Rafik Hariri University - Lebanon

Skills

Microsoft Excel

Microsoft PPTX

Microsoft Office

Microsoft Word

ERP - CRM

Pivot CRM

Languages

English: Native

Arabic: Fluent