

MAHER F. BITAR

Beirut – Lebanon
+961 70 982 062
20-January-1984
Maher-bitar@hotmail.com

Objective: Ability to build a career, update myself, and take increasing level of responsibility, In order to improve my career path for reaching higher positions.

WORK EXPERIENCE

November 2017 – Present

Berit Lebanon S.A.L
Chief Accountant

Book Keeping, Accounting Transactions, Bank Reconciliation, Follow Cash Transfer and Due Payments, Income Tax Reports, Value Added Tax (VAT) Report, Tax On Salary Report, Financial Statements Preparation. Other financial management duties & reports assigned by the director of finance.

June 2017 – October 2017

D & H Management S.A.L
Accounting Consultant

Book Keeping & Accounting Transactions for all sites operation, Bank Reconciliation, Payroll, Controlling Bills, Checks & Payments. Supervision the day-to-day operation of the accounting department.

March 2016 – February 2017

RAFIC BAWAB & CO. S.A.L
Chief Accountant

Book Keeping, Accounting Transactions, Bank Reconciliation, Payroll, Preparing Social Security (NSSF) Reports, Value Added Tax (VAT) Reports, Tax on Salary Reports, Controlling Bills & Checks. Supervision the day-to-day operation of the accounting. Launching & Directing the (Payroll Software, Budgeting & Fixed Assets). Other financial management duties assigned by the director of finance.

December 2015 – February 2016

AVERDA SERVUS
Accounting Consultant
(Contractual Basis)

Book Keeping, Accounting Transactions, Bank Reconciliation, Invoicing, Follow Cash Transfer and Due Payments, Follow up all Intercompany Accounts, Assisting the Accounting Manager in all Related financial issues.

September 2013 –October 2015

SAFADI GROUP HOLDING SAL

**BEIRUT WATERFRONT DEVELOPMENT SAL
LE YACHT CLUB - BEIRUT**

Company Industry: Real Estate Development & Tourism
(Chief Accountant / Accounting Manager)

Handling applications related to Membership for varied requirements. Besides handling accounting, billing and ensuring the smooth operation of the hospitality business. Bank and Credit Cards follow-ups and Reconciliation. Financial Statement & Budget preparation. Communicate/Reconciliation with suppliers and Members.

January 2007 – August 2013

SAFADI GROUP HOLDING SAL

**STOW ASSET DEVELOPMENT SAL
STOW FACILITY MANAGEMENT SAL
(Senior Accountant / Chief Accountant)**

Book Keeping, Accounting Transactions, Bank Reconciliation, Payroll, Preparing Social Security (NSSF) Reports, Invoicing, Follow Cash Transfer and Due Payments, Value Added Tax (VAT) Reports, Tax on Salary Reports, Financial Statements Preparation. Customers and Suppliers Reconciliation and follow up. HR Officer.

June 2006 – December 2006

SAFADI GROUP HOLDING SAL

**Executive Aircraft Services
Junior Accountant**

Book Keeping, Journal Entries, cash payments, complete alongside the Accounting Manager assigned daily/weekly/monthly schedules, filling, etc.

EDUCATION

September 2002 – November 2006

BS in Business Emphasis Accounting

Beirut Arab University – Beirut – Lebanon

Major Courses:

Financial Management, Cost Accounting, Taxation Systems, Advanced Cost Accounting, Accounting of Financial Institutions, Auditing & Internal control, Banking and International Trade, Advanced Financial Accounting, Advanced Management Accounting, Advanced Auditing, Tax Accounting, Micro & Macro Economics, Investment & Capital Markets.

1998 – 2001

Baccalaureate Two (Life Science)

Al-Jazairi Secondary High School

ADDITIONAL RELEVANT EXPERIENCE

- Microsoft Dynamics NAV.
- Oracle.
- OPERA Property Management System (PMS).
- MICROS Systems progresses point of sale software, and enterprise information system software for the retail and hospitality industries.
- Sun – Accounting System.
- Materials Control.
- Para Professional Trainee in Audit Division in Deloitte and Touche (Beirut – Lebanon).
- Efficiency in Dolphin Accounting Software from Software Design.
- Complete Training Session in Value Added Tax (VAT) from TAXPERTS.

OTHER SKILLS

- Computer Applications, which includes introduction to computer systems, Micro-windows, Microsoft word, Microsoft Excel, Microsoft access, and accounting program from ACI International Company.
- Introduction to Management Information System which includes introduction to information systems fundamental concepts, information technology, information system, application systems such as electronic commerce systems and decision support systems.
- Accounting Information System, which includes introduction to information Systems, management accounting system transactions cycles, flowcharts, and system design and system analysis.
- Specialized Accounting Systems, which includes accounting system in Banks, accounting system in insurance companies, Lebanese accounting system and practical applications by using ACI Accounting Program.

LANGUAGE

- **English** – V. Good (Read, Written, Spoken)
- **Arabic** – V. Good (Read, Written, Spoken)

REFERENCES: Available Upon Request