

# Wissam Jrade

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## SUMMARY:

I am a skilled **Accounting** with **6+ years** of Experience. Having high understanding of all aspects of accounting. A proven ability to manage multiple assignments while meeting tight deadline schedules and well oriented, which led me to successfully achieve transferring data from one system to another meeting management required deadline. Possessing reputation as a highly self-directed with excellent problem solving and analytical skills, which also made me provide management with accurate and updated reports and data. Effective communication skills and collaboration with management, coworkers, vendors and clients. Proven track record of performing work in an ethical manner while consistently maintaining the integrity of all financial data. I believe my experience would make me suitable for such accounting position where I can upgrade my skills to achieve personal and company goals.

## EXPERIENCES:

### **Accountant, DAR Beta Information Technology**

Nov 2015 – Dec 2017

*Riyadh, Saudi Arabia*

- Approving, amending, and closing sales orders and monitor project cost.
- Communicate routinely with Project Managers on a variety of job related topics including examining contract agreements and bonding.
- Work with project management staff ensuring proper compliance with accounting procedures including reviewing and analyzing job cost estimates and reports monthly.
- Preparing and presenting monthly reports to the Top management.
- Preparation, reviewing, & posting of all Journal Entries (General Ledger, Prepaid Expenses, & Expenditures).
- Issuing Customers' Invoices, Prepare Payments, & Receipts vouchers.
- Reviewing and recording accounts receivables and payables, tactfully follow up and resolve overdue based on their aging status.
- Filing and archiving of all transactions, customers' contracts, and documents received, prepared within the department.
- Bank reconciliation and accounts reconciliation on weekly basis, processing appropriate bank transactions, & other bank related activities (Including Performance Bond, Bid Bond, & Checks).
- Maintaining and updating the financial records of the company.
- Handling and monitor cash on hand, petty-cash to confirm records are accurate.
- Managing stock and material delivery and receiving, purchase orders, delivery notes, & quarterly stock inventory.
- Responsible for transferring and matching data from old to new system ( ERP – Odoo ) in an organized, time managed way achieving/meeting required dead-line.

**Branch Accountant, DIGICO**

Nov 2011 – Sep 2015

*Abha, Saudi Arabia*

- Provide financial information to management, by analyzing and preparing the accounting data and the financial reports.
- Respond to inquiries from the Chief Financial Officer and Regional Operational Manager, and other members of finance, regarding financial results and accounting reports.
- Ensure accurate accounting records and financial reports.
- Analyze and prepare financial statements, accounting records and other financial reports to provide financial information and data.
- Manage Accounts Receivable and Accounts Payable.
- Sales and Banking deposits Reconciliation.
- Responsible for handling petty cash, general ledger, stock inventory.
- Coordinating stock deliveries, stock receives, and managing stock.

**EDUCATION:**

- **Bachelor Degree** of Administrative Sciences

with a major in **Accounting**

Al-Yarmouk University, Irbid, Jordan, 2010

**TRAININGS:****Workshop, Al-Anouti for Accounting & Auditing.**

May 2018 – Jun 2018

*Beirut, Lebanon*

- *Calculating and entry of VAT, Salary Taxes, and Social Security.*
- *Daily data entry and reconciliation of bank statements for clients.*
- *Gained more knowledge regarding rules and regulations in Lebanon.*

**SKILLS:****Soft skills:**

- Self-motivated and organized with strong analytical and problem-solving abilities.
- Ability to work efficiently under pressure, rapidly, and accurately to meet tight deadlines.
- Flexible with learning new skills, & accounting softwares.
- Excellent verbal and written communication skills & Multitasking.
- Co-operative and supportive team player.
- Maintain positive working environment.
- Fluent in the English language, both written and spoken.
- High ethical & Professional standards.

**Computer skills:**

- Excellent use of MS Excel, Word, PowerPoint, & Outlook.
- Experienced with Enterprise Resource Planning (ERP system-Odoo), & Bee2 system.