

DANIA RIFAI



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OBJECTIVE

Seeking a challenging position with career growth opportunities, where I can utilize my skills and abilities.

SKILLS

Languages:
Arabic(Native), English(Fluent),
Microsoft Office (Excel, Word, PowerPoint)
Oracle E-Business Suite
SAP

EXPERIENCE

APRIL 2017- MARCH 2019 AMERICANA
TYPE OF ACTIVITY: F&B
JOB POSITION: SENIOR ACCOUNTANT /AP
SPECIALIST/STOCK CONTROLLER
JOB DESCRIPTION:

- Resolve invoice and receipt discrepancies
- Communicate daily with vendors and purchasing agents
- Reconcile vendor statements to the accounts payable aging report. Contacted vendors for any missing invoices
- Verify that all transactions complied with financial policies and procedures
- Assist in month end accruals
- Assist in physical inventories and special projects as required
- Coordinate daily cycle count and research results
- Identify, analyzed and resolved inventory issues related to cost, quantity and billing.
- Execute month end adjustments and prepared reversal general ledger journal entries
- Review all purchase orders and invoices for accuracy
- Assisting the Financial controller when preparing statutory accounts
- Liaison with auditors and prepare audit work papers
- Assist in claims for damaged product or any product discrepancies
- Assist in Preparing annual Budget
- Assist in month end closing and year end closing
- Record all journal entries for inventory monthly
- Prepare & Review weekly suppliers' payment



- Produce Inventory & cost of goods sold monthly reports

- Develop and implemented new processes and procedures for tracking liquidated and rejected inventories.

Dealing with all the management and financial transactions including borrowing costs, holding costs, assets register, bank bill, accrual, and prepayment etc....

JUNE 2016- MAR 2017 J GROUP SARL
TYPE OF ACTIVITY: MEDIA & MARKETING
JOB POSITION: SENIOR ACCOUNTANT
JOB DESCRIPTION:

- Preparing weekly cash flow reporting and projected cash flow

- Prepares asset, liability, and capital account entries by compiling and analyzing account information.

- Prepare monthly management accounts

- Prepare monthly Income statement & Balance Sheet

- Prepare payroll and Vat Declaration with all required entries

- Assisting the Financial controller when preparing statutory accounts

- Liaison with auditors and prepare audit work papers

- Intercompany transactions

- Prepare annual Budget

- Assist in month end closing and year end closing

- Review daily bank reconciliations

- Review weekly suppliers' payment

- Monthly MOF&NSSF payroll tax calculation and lodgment

- Monthly fixed asset ledger maintenance





- Monthly inter-company loan reconciliation and suspense accounts clearing

- Dealing with all the management and financial transactions including borrowing costs, holding costs, assets register, bank bill, accrual, and prepayment etc....

JANUARY 2014- MAY 2016 RAFIC GAZZAOUI & CO SAL
TYPE OF ACTIVITY: ELECTRO MECHANICAL SUPPLIES

JOB POSITION: ACCOUNTANT

JOB DESCRIPTION:

- Research financial information for audit purposes and financial reporting.
- Analyze financial records and report and make adjustments as needed.
- Assist bookkeepers, coordinators, principals, and administrators on day-to-day financial matters, reports and questions
- Assist auditors in analysis work.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Review daily bank reconciliations
- Assist in preparing annual Budget
- Assist in month end closing and year end closing
- Reconcile Local and foreign supplier accounts
- Reconcile Inventory Discrepancies
- Oversee the whole shipment process from Invoice Matching to Invoice Booking to Invoice Overhead Charges Booking,
- Prepare Payroll and Vat Declaration with all required entries
- Review weekly suppliers' payment and Prepare payments by verifying documentation, and requesting disbursements.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Monthly MOF&NSSF payroll tax calculation and lodgment





- Monthly fixed asset ledger maintenance

MARCH 2013-DECEMBER 2013 HOSHAN SARL

TYPE OF ACTIVITY: STATIONARY SUPPLIES

JOB POSITION: JUNIOR ACCOUNTANT

JOB DESCRIPTION:

- Informs other staff regarding procedural requirements for the purpose of facilitating financial compliance within established practices.
- Maintains a wide variety of financial information , files and records for the purpose of ensuring the availability of documentation and compliance within established policies and regulatory guidelines.
- Participates in meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Processes a wide variety of financial information for the purpose of updating and distributing information and /or complying with established accounting practices.
- Provides support to other departmental personnel regarding procedures and program requirements for the purpose of ensuring efficient processing in compliance within district policy and established regulatory guidelines.
- Reconciles a wide variety of financial data for the purpose of maintaining accurate account balances and ensuring compliance with established accounting practices.
- Researches discrepancies of financial information and/or documentation for the purpose of ensuring the accuracy and adhering to established procedures prior to processing.
- Responds to inquiries from a wide variety of sources (e.g. district employees, vendors, auditors, etc.) for the purpose of facilitating communication and/or providing guidance among several parties; and providing information and/or referral for addressing inquiry.
- Reviews financial information for the purpose of identifying potential budget variances, compiling statistical information and conforming to established financial practices and regulatory requirements.





SEPTEMBER 2011- OCTOBER 2012 ALEM & ASSOCIATES

TYPE OF ACTIVITY: LAW FIRM

JOB POSITION: JUNIOR ACCOUNTANT

JOB DESCRIPTION:

- Informs other staff regarding procedural requirements for the purpose of facilitating financial compliance within established practices.
- Maintains a wide variety of financial information , files and records for the purpose of ensuring the availability of documentation and compliance within established policies and regulatory guidelines.
- Participates in meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Processes a wide variety of financial information for the purpose of updating and distributing information and /or complying with established accounting practices.
- Provides support to other departmental personnel regarding procedures and program requirements for the purpose of ensuring efficient processing in compliance within district policy and established regulatory guidelines.
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- Reviews financial information for the purpose of identifying potential budget variances, compiling statistical information and conforming to established financial practices and regulatory requirements.

**NOVEMBER 2009-JULY 2011 OVERSEAS FINANCIAL
GROUP**





TYPE OF ACTIVITY FINANCIAL INSTITUTION
JOB POSITION: JUNIOR ACCOUNTANT & BACK OFFICER
JOB DESCRIPTION:

Account Receivable
Account payables
Banks Reconciliation
Suppliers
Petty Cash

Back Office:

Executing client deposits/withdrawals
Preparing and submitting reports related to banking control commission of Lebanon
Holding custody of company legal documents and clients contracts
Daily and monthly reporting to accounting department and general manager related to commission
Responsible of the monthly reconciliation of company accounts held with correspondents
Making studies on a given offers from the correspondents
Assisting the works of human resources department of hiring employees for the company and related things.
Arrange training and improvement programs for the new appointed employee and explain them about the policies of the company help them in problem solving related to work.

EDUCATION

BACHELOR DEGREE IN BANKING AND FINANCE/2009
Beirut Arab University

TRAININGS

VAT , NSSF and Tax on salaries

