



Name: Abed Al Rahman Khalil

Nationality: Lebanese

Date of Birth: 15 may 1989

Marital Status: married

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Email Address: Aboudi_14@hotmail.com

Home Address: Aramoun ,Al bayader, Angham Building

Career Objective:

A motivated, adaptable and responsible candidate applying to increase the work experience in an entry level position in the business domain. I have a clear, logical mind with a practical approach to problem solving and a drive to see things through to completion. I enjoy working on my own initiative or in a team. In short, I am reliable, trustworthy, hardworking and eager to learn. Hoping to grow with the organization and to perform the best in the task assigned.

Education:

University:

BA Accounting in Lebanese International University (LIU) -2014

Schools:

International Baccalaureate Diploma of Life Science 2009

Languages:

1st Language (spoken, read, and written):

- ✓ Arabic
- ✓ French

2nd Language (spoken, read, and written)

- ✓ English

Work Experience:

- **Saab enterprise S.A.R.L : Senior Accountant 22-6-2018 Till now**
 1. Accounting data Transaction (data entry of daily expenses , petty cash)

2. Issuing all the invoices & Receipts related to the related clients
 3. Making timely payment of all accounts including suppliers & clients invoices , and payroll liabilities
 4. Assisting , reviewing & reconciling all accounting transactions on a monthly basis
 5. Preparing And submitting the required financial statements (P&L , Cash flows) and other related reports
 6. Coordinating with the auditor for all the financial monthly process and all the governmental reports such as NSSF , VAT , and tax salaries
 7. Provided management job cost reports using percentage of completion method
 8. Prepared clients' quotations and invoices, and suppliers purchase orders
 9. Controlled the recording and posting of cash management transactions (cash on hand, cash in banks, banks facilities and loans, and letters of credit), accounts receivable, accounts payable, and fixed assets transactions
- **Theware house: senior accountant 2-3-2018 till 15-10-2018**
 1. Purchase & sales invoices
 2. Data entry
 3. Deal with supplier
 4. Bank reconciliation
 5. prepare Salaries-CNSS-Salaries Tax-VAT
 6. stock control
 - **Tabacos co. S.A.R.L:Accountant.15-5-2017 till 1-3-2018**
 - 1-Sales & purchase invoice
 - 2-Data entry
 - 3-Daily petit cash
 - 4- Bank Reconciliation
 - 5-prepare statements for suppliers and customers
 - 6-P&L , Balance Sheet, Income Statement ,Closing Year(ضريبه الدخل مؤسسه)
(فرديه.شركه اشخاص)
 - 7-prepare Salaries-CNSS-Salaries Tax-VAT
 - 8-payment & receipt vouchers
 - 9-Costing
 - 10-stock control
 - 11-Fixed assets/ Depreciation
 - **GAAC(general accounting and auditing company:Training for 15 hours**

1. Vat
 2. Income tax
 3. Annual closing entries
 4. Financial reports
- **Accountant :** in accounting firm (audit 768 ras nabee) 1/10/2016.to 30/4/2017(taxation ®ulation theory .documents preperation & data entry .accounting reconciliation (AR/AP/ Bank Reconciliation /payroll/Filling/Social Security / Income Tax).inventory management & costing
 - **Accountant :**(way side market tarik l matar)from (1/6/2014) till 30/9/2016 (data entry for all expense ,daily book ,cash and check,deal with the supplier, purchase and sales invoices ,store keeper , Bank &POS Reconciliation)
 - **Keif:** (supervisor)(7/7/2015) till (1-6-2018)
 - **Training:** in A to z accounting office for 1 month(data entry,tva ,daman and salaries tax)
 - **Petit café Rawche (3 months)(runner)**
 - **Roadster Diner Hamra(3 months)(runner)**
 - **Butter Mint Cafe Hamra (2 years)(waiter)**
 - **Balima Café Saife Village (2 years and half)(waiter) (barista)**
 - **Phoenica (Extra in New Year)**
 - **Scoozi city center(waiter)**
 - **Falamnke(waiter)(1 years)**

Computer Skills:

- **Minerva**
- **ERP system**
- **EDM**
- **SMART ACCOUNTING SYSTEM**
- **GRIP SALES SYSTEM**
- **Accounting software (paradox)**
- **Olive pro(omega accounting system)**
- **silicon**
- **Noria accounting system**
- **Microsoft Office: Word, Excel, Power Point**
- **Internet Surfing**
- **Fast Typing**



Ref: 2017-TR0007

Beirut Mar, 3 2017

Training Certificate

To whom it may concern:

As CEO of Audit768 Sarl, we are delighted to recommend to you our Trainee Abdel Rahman Khalil.

As a Trained Junior Accountant at Audit768, Abed has been trained on several accounting files and tasks as following:

- 1- Eight consecutive months dealing with real case practice (As a Full time / 8hrs per day)
- 2- 10hrs Special Training course concerning the data bookkeeping procedures & reporting
- 3- 80Hrs special Training course concerning VAT, Social Security & Salary tax regulations including real case studies & practice workshop.

On the other hand, he was able to handle different tasks simultaneously. He never fell below our expectations.

Abed's responsibilities were many, including accounting procedures, preparing charts of account, journal vouchers entries & reconciliations, filing & archive, NSSF & salary tax calculations, along with practical bookkeeping on EDM software. Also part of Abed's job was collecting statement of accounts from suppliers to be reconciled & reported.

We consider Abed to be a creative person who can deliver solutions in a fast pace. Also, he was never behind a deadline.

We would say he has done her training plan more than wonderfully. We whole heartedly would without any reservation recommend Abed to you. We are sure he will be a tremendous asset to your company.

Sincerely,

Wassim Koubeissy
CEO

Date: 18/11/2017

TO WHOM IT MAY CONCERN

This is to certify that:

Mr. ABED AL RAHMAN MOHAMMAD KHALIL
trained with General Accounting and Auditing Company from OCT.
till NOV, 2017 for 15 hours. During this period, he trained in the
accounting department and he became able to:

1. Prepare and record the annual closing entries.
2. Prepare the statement of financial performance, statement of financial position, and the change in assets and depreciation.
3. Fill the income tax record for sole Proprietorship, Partnership companies, Limited Liability Companies, Offshore Companies, and Holding Companies.
4. Prepare and submit the Value Added Tax (VAT) report every Quarter end.

This certificate is given upon his request.

General Manager
Ali El-Jarmaki



