



LAMA EL ZAHARAN

Accountant

WORK EXPERIENCE

Accountant

Nov 2015 - Present

Splendor Telecom S.A.L (Offshore)-Nymgo/Nymcard

- Processing and posting the daily journal entries related to the operation according to accounting principles to ensure all business transactions are recorded (Booking Revenue, Cost of Revenue, Payments, Receipts, Bank transactions, Petty cash, Accruals, Prepayments, in addition to intercompany accounts).
- Updating accounts receivable/payable and performing reconciliations.
- Reconciling bank accounts by gathering and balancing information.
- Documenting, monitoring and updating the data in the accounting software to ensure that information is accurate of immediately available when needed.
- Compiling and analyzing the data to issue different reports (mainly chargebacks and refunds).
- Assisting the chief accountant in payroll process.
- Dealing with external auditors to complete annual audit.

Junior Auditor

Aug 2013 – June 2015

Ezzat Daouk & Sons

- Identifying, Investigating and rectifying routine errors and anomalies in input data in order to ensure accuracy of financial information.
- Communicating with suppliers on a regular basis to ensure that the accounts payable are accurate.
- Verifying the payroll account on a monthly basis.
- Preparing regular reports on a weekly basis related to accounts payable, receivable, selling and cost, and revenue margin.
- Conducting basic bank reconciliation.
- Performing monthly reconciliation for intercompany accounts.
- Performing monthly reconciliation between the operations module and the accounting software and resolving discrepancies when existing.

Internship at the Customer Coordination Office

Sep 2012 – Oct 2012

BLOM Bank – Retail Branch

EDUCATION

Bachelor in Banking and Finance in Audiovisual Direction - 2009 – 2013

Beirut Arab University.

Lebanese Baccalaureate (Branch Economy & Sociology) - 2009

Amjad High School

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🕒 August 1, 1991

📍 Beirut, Lebanon

ACCOUNTING SKILLS

- Financial Statements
- Financial Reports
- Account Reconciliation
- Dolphin
- SAP

COMPUTER SKILLS

- MS Office Excellent

LANGUAGES

- English Fluent
- Arabic Fluent
- French Basic
- Spanish Learning