

Address: Beirut, Lebanon
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Nationality: Lebanese
Date of Birth: 1 Nov 1992

Abed Al Hay Shouman

Education

Arts, Sciences and Technology University, Lebanon (2016)

Bachelor of Business Administration in Accounting

Work Experience

Sales Accountant, Ecolift, Beirut

July 2019 – Present

- Follow up with clients for cash collection
- Monitor client accounts on a regular basis

Senior Accountant, Maro Wearing for Trading, Beirut

Mar 2018 – June 2019

- Enter posting journal voucher
- Verify bills & reconciliation of total turnover
- Follow up with Bank, Debtors & Creditors Reconciliation
- Handle day to day cash & bank transactions
- Prepare outstanding list of debtors
- Prepare Tax invoices, Vouchers & Agency Payment
- Sales and Purchase total reconciliation of accounts and calculating VAT
- Reconciliation of Bank Statement at the end of month
- ERP: Navision System

Accountant, Sukkar for Elevators and Trading, Beirut

Sep 2016 – Mar 2018

- Entered posting of purchase, sales, payment, receipt collection & journal voucher
- Verify bills & reconciliation of total turnover
- Follow up with Bank, Debtors & Creditors Reconciliation
- Handle day to day cash & bank transactions
- Prepare outstanding list of debtors
- Prepare Tax invoices, Vouchers & Agency Payment
- Sales and Purchase total reconciliation of accounts and calculating VAT
- Reconciliation of Bank Statement at the end of month
- ERP: Paradox

Accountant, Al Fakhani Supermarket, Lebanon

Jan 2016 – Aug 2016

- ERP: Paradox

Certificates and Training

- Certificate of Attendance: "Anti-Hacking Countermeasures"
- One Month Training in BANQUE DU LIBAN: About Auditing, Fraud. Economy, Money laundering

Technical Skills

- **Computer Skills:** Microsoft Office (Word, Excel, PowerPoint)
- **Accounting Software:** Silicon, Noria, EDM, Navision, Paradox
- **Languages:** Excellence in English, Arabic (writing, reading and speaking)

References

Available Upon Request