

Ala`eddin Mo. Zapen  
Jordanian, Single, 27 years old  
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Ps. I got a residency permit.

### Objective:

Seeking a decent position in a reputable institution where I could add value to the work and utilize my skills through team work, with the ability of integrating myself in any mission or position relative to my academic educational background and experience.

### Work Experience:

Solution & More: April 2016 till March 2019

Current Position: Auditor.

#### Accounting Responsibilities:

- Responsible for day to day finance and accounts operations
- Reconcile bank, clients, vendors' accounts, and other records on a monthly basis.
- Prepare profit and loss statements and monthly closing and cost accounting reports.
- Other duties as assigned.

#### TAX Responsibilities:

- Prepared tax returns (Income tax, Salary tax, VAT...) for different kind of companies and corporations, as well as engaging in tax consulting services.
- Review team member's work for accuracy and compliance.

#### Audit Responsibilities:

- Support the companies with all tasks to be ready for the declarations.
- Performed audit and consulting engagement as part of a team.
- Prepared audit report for different industry sectors (Patisserie, constructions... etc.)

Patisserie Amal Bohsali: Jan. 2017 till Jun. 2017

Position: Accountant.

- Support with all tasks till they find a full-time employee

Global Financial Consultant: three months in year 2015

Position: Accountant Training.

### Education:

- CIS College achieved Accounting TS (Technical Support) in year 2015
- Unity international school 2011  
Scientific stream from the Hashemite kingdom of Jordan.

### Summary of Qualifications:

- Arabic & English "Fluent"
- Handled various aspects of financial reporting, bank reconciliation, internal accounting controls, preparing trial balance, review and preparation of financial statements, payroll, NSSF and reviewing accounts receivable/payable journals.
- Experience in Lebanese tax regulation (Income tax, Salary TAX, TVA), good knowledge in Audit procedure and process.
- Excellent use of accounting programs (Bee solution, Brains, Fox ...)
- Excellent in Microsoft office applications (Excel, Power point, Word)
- Self-Motivated, Function very well in a high-pressure atmosphere, Enjoy team work, Flexible and dependable.

**Certifications are available upon request**