

Ingrid Kehdi

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DOB: December 2, 1992

PROFILE

I am seeking to join a multinational company, where I can leverage the knowledge and experience I developed in the past six years in accounting, finance, audit and taxation. I am aiming for a position that will allow me to develop and utilize my leadership skills, strong interpersonal, communication and technical skills.

EDUCATION

American University of Beirut, Lebanon Bachelor in Business Administration	2013
Christian Teaching Institute, Lebanon Lebanese Baccalaureate – Emphasis in General Sciences	2010

CERTIFICATIONS

PwC Academy – Dubai, UAE CMA (Certified Management Accountant) GCC VAT Compliance Diploma (Expected)	Apr 2018 Feb 2020
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PROFESSIONAL EXPERIENCE

Condor Restaurant Management & Tourism Services & Amusement – RAK, UAE Financial Controller	Jan 2019 – Present
<ul style="list-style-type: none">Manage all finance and accounting operations (Billing, A/R, A/P, GL, Cost Accounting, Inventory...)Prepare quarterly budgets and forecastsPrepare and Analyze Financial Statements on monthly basisProvide insightful information and expectation to the management to help in short-term and long-term decisionsEnhance VAT Compliance strategies and file VAT ReturnsPrepare Budget and Financial Forecasts for the managementEstablish and maintain financial procedures and policies for the companyMonitor internal controlsMinimize financial risk to the companyCoordinate audit processes	
Forward Consultants DMCC (Geahchan Group) – Dubai, UAE Finance Manager and Tax Specialist	Oct 2017 – Dec 2018
<ul style="list-style-type: none">Assisted in the start-up of the company in the UAEPrepared budgets & forecasts on monthly basisPrepared company Financial StatementsReviewed clients' accounting systems, processes and procedures, third parties contracts to assess the impact of the new VAT law on companies' cash flows;Prepared assessment reports on the implications of new laws and regulations on the accounting systems of companies subject to VAT implementation;Prepared and delivered accounting and value added tax (VAT) training workshops for clients in various industries (Media & Advertising, Industrial & Manufacturing, Consumer & Retail, Governmental & Public Sector...)Performed and assisted clients in their VAT registration process and filing;Training and mentoring of new staff in the firm's Dubai office on various topics including accounting systems and processes, VAT and audit procedures;Reviewed, developed and recommended tax strategies to optimize tax efficiency and enhance companies' cash flows.	

Geahchan Audit Firm (Geahchan Group) – Beirut, Lebanon Oct 2013 – Sep 2017

Senior Auditor

- Managed and lead clients' audit engagements;
- Managed a portfolio of companies for bookkeeping, review of accounting records prepared by companies' accountants; in addition to preparation of financial statements;
- Managed a portfolio of companies assisting them in filing income tax, salary tax and Value Added Tax (VAT) declaration forms;
- Trained and lead team members on the job;
- Managed and maintained strong client relationships;
- Proactively interacted with clients' management to gather information, resolve problems, make and communicate recommendations by the audit team;

INTERNSHIPS

PricewaterhouseCoopers – Beirut, Lebanon **Trainee**

Sep 2013 – Oct 2013

Ernst & Young – Beirut, Lebanon **Intern**

Jul 2012 – Aug 2012

SKILLS

- **Languages:** Fluent in English, Arabic and French
- **Accounting Software:** Dolphin, SAP, Oracle, Omega, BIMPOS...
- **Computer Skills:** Proficient with Microsoft Word, Excel, and PowerPoint