

Ramy Challita



Personal details



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September 5, 1993



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Languages

- **Arabic:** Native
- **English:** Business Fluent (written and spoken)
- **French:** Intermediate (written and spoken)

Technical Proficiencies

- **Office Tools:** Microsoft Word, Excel, PowerPoint.
- **Accounting Software:** Dolphin, Oracle ERP, SAGE, SAP.

Professional Summary

Experienced Senior Accountant with over 7 years of expertise in managing financial operations, reporting, and analysis. Adept at handling complex accounting tasks, ensuring accuracy, and improving financial processes. Seeking a Senior Accountant role to apply my skills in financial management and contribute to organizational success.

Professional Experience

Senior Accountant

Computer Information Systems Offshore SAL

November 2021 – July 2024

- Led the month-end close process, ensuring timely preparation of balance sheets, income statements, and trial balance statements.
- Managed the fixed asset register, including depreciation journals and asset accounting.
- Prepared and recorded accruals and prepaid expenses, ensuring accurate financial reporting.
- Generated monthly financial reports, including P&L, Balance Sheet, and Margin Contribution Reports.
- Reconciled third-party statements and resolved financial discrepancies in collaboration with external auditors.
- Oversaw the processing of sales and purchase invoices, including payment allocations.
- Assisted in comprehensive year-end business reviews.

Accountant

Obegi Chemicals SAL

April 2018 – October 2021

- Maintained and reconciled general ledger accounts, ensuring accuracy in financial records.
- Issued and processed invoices, receipts, and handled petty cash transactions.
- Conducted audits, processed vendor invoices, and managed timely payments.
- Compiled and analyzed monthly financial reports, including P&L, balance sheet, stock, and working capital.
- Coordinated quarterly stock counts and reconciliations, and prepared weekly cash flow reports.
- Assisted with VAT tax calculations and facilitated internal and external audits.
- Managed accounting functions for multiple entities.

Accountant

Antoine Matar Accounting Office

June 2017 – March 2018

- Administered general ledger operations and reconciled third-party accounts.

- Supported tax computations, including VAT, income tax, and NSSF, and managed payroll processing.

Junior Accountant

*Kahi Office for Accounting, Auditing, and Tax Consulting
January 2015 – May 2017*

- Administered general ledger operations and reconciled third-party accounts.
- Assisted with a range of accounting and audit-related tasks, supporting senior staff.

Education

Passed Level 1 CFA Exam

August 2019

Diploma in International Financial Reporting (DIPIFR)

January 2018

Bachelor's Degree in Accounting and Auditing

*Lebanese University
April 2017*

Lebanese Baccalaureate in Sociology and Economics

*Lebanese Official High School of Antelias
June 2012*

Skills

- Strong expertise in financial reporting, account reconciliation, and month-end close processes.
- Proficient in managing and analyzing financial statements and reports.
- Ability to work under pressure and meet deadlines.
- Excellent organizational and time management skills.
- Ability to work independently and collaboratively in a team environment.