

Fidaa Saryeddine

Bani Oumaya Street
Zarif
Beirut
Lebanon

Tel: 961- 3- 096 498

E: fidaa-saryeddine@hotmail.com
Born: 21 June 1989

**An experienced Business Administrative & Financial Clerk with computer systems
experience
Excellent communication skills at all levels**

Experience

Accountant

Al Jadeed TV

Aug 2013- until now

- Control the daily transactions and ensure that they are allocated properly.
- Review bank, suppliers, clients and other debtors and creditors accounts reconciliations on daily basis.
- Responsible for the company accounts along with their accuracy and transparency.
- Constantly work towards issuing accurate and useful reports to management.
- Coordinate the collection of the client's payments (cash and credit sales).
- Protects organization's value by keeping information confidential.
- Deal with suppliers in a proficient way.
- Deal with daily transaction for the petty cash and insure that the reconciliations are completed on a weekly basis.
- Prepare VAT & tax on salaries reports.
- Prepare NSSF reports.
- Produce error-free accounting reports and present their results.
- Review and recommend modifications to accounting systems and procedures.
- Develop and document business processes and accounting policies to maintain and strengthen internal controls.
- Control the list of invoices issued on daily basis.
- Handling cash and check deposits.
- Prepare the Cash flow report on monthly basis.
- Prepare monthly receivables and sales reports.
- Maintenance of the Chart of Accounts in conformity with the Lebanese Charts of Accounts and in coherence with the required tax declarations.
- Monitoring the budget to ensure that the financial, operational and capital plans that were developed and approved for implementation as part of the budget processes are being implemented.
- Preparing the real cost for program budget and comparing it with the planned budgets.

Accountant

1Boxoffice Company

Aug 2012- Aug 2013

- Control the daily transactions and ensure they are allocated properly.
- Review bank, suppliers, clients and other debtors and creditors accounts reconciliations on daily basis.
- Control and prepare the monthly financial statements (Profit & Loss Report, sales, cost, and expenses).
- Control the list of invoices issued on daily basis.
- Handling cash and check deposits
- Responsible for the company accounts along with their accuracy and transparency.
- Constantly work towards issuing accurate and useful reports to management.
- Supervise and approve all company's payment (online payments, cash, check, mail order).
- Coordinate the collection of the client's payments (cash and credit sales).
- Maintains financial security by establishing internal controls.
- Protects organization's value by keeping information confidential.
- Liaise with external auditors and report directly to the owner.
- Organize and prepare on monthly basis the employee salaries (attendance, payroll, list of employee salaries)
- Ensure that all staff follows companies' rules and regulation.

Accountant

Rayan Foods Company

Nov 2010- Aug 2012

- Receive and process all invoices, expense forms and requests for payment.
- Prepare journal entries (EOD sales, cash deposit, checks)
- Prepare monthly financial reports (payroll).
- Deal with daily transaction for the petty cash and insure that the reconciliations are completed on a weekly basis (bank, supplier and client accounts)
- Trial balance reconciliation for all departments.
- Assist with VAT & tax on salaries reports.
- Assist with NSSF reports.
- Assist with profit and loss reports for the branches on monthly basis.
- Ensure that all filing is done in a timely and accurate manner.
- Prepare & study purchase orders.
- Deal with suppliers in a proficient way.
- Monthly inventory auditing.
- Monitor the variation of the stock from time to time.
- Prepare daily inventory entries (production, requisitions, wastages, staff meals & purchases).
- Prepare monthly adjustment reports for the branches.

Junior Accountant

Nando's Company

May 2010- Nov 2010

- Performed daily journals (daily sales, purchasing, settlement of account)
- Prepare list of payables and receivables.
- Performed monthly payroll.
- Prepare petty cash and checks list.
- Reconciliation supplier and banks accounts.

Trainee and Assistant

Lebanese Canadian Bank

2009

- Performed daily issues (opening accounts, settlement of bills).
- Performed monthly reports (statement of account).
- Dealing directly with customers (supply offers and program, plus credit and debit cards).
- Daily duties money transaction (deposit, withdrawal, checks, Forex exchange, domiciliation, interest rates, personal loan, car loan, housing loan, ATM)

Trainee and Assistant

Banque de Liban

2008

- Lectures about Bank operations.
 - Deposits of the commercial banks in Banque de Liban.
 - Banks secrecy.
 - Operating systems (opening and closing).
 - Completed daily back up of database system for data protection
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Education

- Masters degree in Financial Engineering June 2016, "Sagess University".
- Bachelor in Banking and Finance Jan. 2010, "Lebanese International University"
- Baccalaureate "Economy and Sociology" 2006

Objective

To improve my personal characteristics in order to work successfully in a reputable company. My succeed based on the quality of work, and the amount of work can do:

1) Building confidence: what should i do.

2) Communication: Business fail when managers do not talk to an employee or employee do not interact with customer.

3) Operate with the truth: when we state the truth we succeed.

4) Integrity: be open and honest.

Languages and computer skills

Fluent in English (read, write, speak, understand)

Good in French (read, write & understand)

Used various computer skills (Word, Excel, Internet, PowerPoint, Bank software, SPSS, dolphin system, Omega software “accounting, inventory & back office”, Silicon software “accounting and inventory”, GP software)

References

Proved upon request