



Lama Hammoud

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Dear Sir or Madam,

I should be grateful if you would consider my application for the position required.

I am looking forward to search for a new career opportunity where my academic Background and personnel skills will allow me the opportunity of growth.

I have five years of experience in the domain of accounting at BAF (Badri Amine Freyha for clearing and shipping) and FedEx.

During my position at FedEx, I am responsible of aging and money collection, receivables, outbound TNT and reverse invoices, distribution of monthly invoices, accounts activation, reconciliation of rejection file, Cash account, RPU account, checking credit notes received by TNT.

In my previous job at BAF, I was responsible of almost all tasks of accounting (Petty cash, payables, invoicing, bank reconciliation etc....)

I am keen to take new responsibilities with bigger operations and high challenges. I am a fast learner and can adapt to new situations.

I am also trilingual with fluent verbal and written skills in Arabic, Good in English and French languages also experienced in dealing with different cultures and nationalities hope I may be granted a personal interview, if you feel my qualifications fit me for the Position needed.

Looking forward to working with your organization.

Yours sincerely,

Lama Hammoud.

Educations:

October 2015-2017	Le Cnam Liban-ISAE: Institut des Sciences Appliquées et Economiques. Masters in Management –M1
June 2014	Lebanese University: Faculty of Economics and Business Administration B.A. –Accounting & Auditing
June 2011	Ghobeiry High School Lebanese Baccalaureate (Sociology & Economy)

Work Experiences:

1. August 2018-August 2019 **Sin El Fil- Gezairi Express SAL – License of Federal Express Accountant**
 - **Aging and Money Collection :**
 - Withdrawal aging for each of sales department.
 - Daily follow up with our clients, regarding their due dates
 - Control the financial statement of each client.
 - Follow up with the clients for accumulation, especially slow payer clients that crossed our credit facility which is one month.
 - Follow up with sales emails that include client's links on rate sheets, credit opinions or approvals.
 - Follow up on invoices, clearances and pick-ups that should be paid before delivering the shipment.
 - Ask clients about feedbacks concerning payments.
 - Send Statement of account to all clients to check their accounts and pay on time. In addition I send outbound shipments invoices to clients.
 - Reconciliation for client's accounts for perfect results.
 - **Prepare Receipts:**
 - Preparing receipts not only depending on aging but also that include clearances or accumulating money from clients through pick-ups, cash, or at our counters, to make sure that all clients pay.

- Contacting clients about their payment details, once informed that they are ready, we start to issue their receipt.
- Daily check up on receipts, to make sure that all receipts are delivered and paid correctly from Dolphin System.
- Contact the cashier about receipts, that should be delivered or not and why. Same goes with Operations.

- **Outbound TNT and Reverses Invoices:**

- Reverse invoice issued and it is directly sent to the client and once he receives it he should pay his credit facility. However outbound invoices are issued by the end of the month through the TNT and FedEx.
- If some invoices don't show anything, they are classified as pending, and I contact the sales by emails for their references.
- The accountant has to daily check the AWBs and the hard copies of the outbound shipments received from the Operations. The report should be signed and returned to the Operations.

- **Distribution Monthly Invoices:**

- Check outbound invoices if paid or not.
- Follow up invoices that are still not delivered as well as checking deadlines.

- **Activate Account:**

- Make sure that the company's paperwork are available to open an account as: Financial Registration, ID, quittance, as well as an agreement for sales whose client is related to.
- Clients related to sales, should be linked under TNT or FedEx accounts, and clients numbers are sequentially.

- **Prepare Rejection File:**

- Reconciliation the import and export data monthly and compare it with the revenue file from TNT. The weight difference and billing correction are included in the rejection file and all pending shipments should be checked by Sales. And if they are rejected they will be added to rejection file, if approved they will be invoiced.

**2. January 2015-July 2018 Port Beirut- BAF (Badri Amine Freyha) for
Clearing and Shipping
Accountant**

- General Accounting Tasks : Data Entry , Petty Cash , Payments , Costing Invoicing, Receipts
- Assist in VAT declaration, NSSF, Income Tax.
- Reconcile general bank accounts monthly.
- Post and process journal entries to ensure all business transactions are recorded.
- Assist owner in the preparation of monthly/yearly closings.
- Connecting with the clients: Customer Service, keep on track with them in every Aspect.
- Customs formalities: do all the operations related to custom program.

**3. June 2012- August 2012 Kidz Mondo : D-Cup Cakes
Cashier**

**4. June 2009- September 2010 Beirut Mall : Adventure World
Cashier and Training Coordinator.
Sales Operations: Sales and invoicing.**

Skills:

- **Computer Skills:**
 - Microsoft Word, Excel, and PowerPoint.
 - System Softprotec.
 - Dolphin System
 - Microsoft Outlook.
- **Language:**
 - Arabic: Fluent in speaking, reading and writing.
 - French: Good speaking, reading and writing.
 - English: Good speaking, reading and writing.
- **Communication:** I am able to listen and talk to people in a constructive manner.
- **Numerical:** I handle numbers, equations, formulas, statistics and estimations...
- **Problem Solving:** I usually offer solutions to various problems encountered at work.
- **Teamwork:** I can work well with other people in order to achieve a common goal, or any target set by the management.
- **Organization:** I am very well organized, I can meet deadlines, plan and schedule tasks.