

FADI MIKHAEL

CONTACT

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Email:

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LANGUAGES

Arabic – Native

English – Advanced

Spanish – B1 Level

ADDITIONAL SKILLS

Software Knowledge of:
PIMS 2, PMS Stock, NAV
Navision, and all Microsoft
Office Applications.

Excellent communication
skills.

Cashier.

Hobby

Collecting of Paper Money.

CAREER OBJECTIVE

Provide my Experience, Learnings, Knowledge, and Skills in a reputable Organization.

PROFESSIONAL EXPERIENCE

Senior Accountant, Arnaoon sarl, Batroun-Lebanon.

Jan/2010 – Nov/2011 & Apr/2017 – till present

- Process journal entries and perform corrections to ensure accurate records.
- Reconciliation of all Cash & Bank accounts.
- Preparing payments to suppliers on time.
- Petty Cash Management.
- Reviewing and Confirming all F&B Stock Receipt Vouchers.
- Generating Sales invoices & receipts for various events.
- Daily Cash & Sales Report to Management & Owners.

Senior Accountant, UNIBOIS, Zouk-Lebanon.

Dec/2011 – Mar/2013 & Mar/2015 – Mar/2017

- Reconciliation of all Cash & Bank accounts.
- Follow up and perform all Bank Operations.
- Preparing monthly Payroll for +11 employees.
- Preparing Check payments to suppliers on time.
- Tax, Social Security (CNSS)
- Stock & Assets management.
- Daily Cash & Sales Report to Management & Owners.
- Generating Sales invoices & Receipts.
- Petty Cash management.

Chief Accountant, SABIS School Network, Kingdom Of Saudi Arabia.

Mar/2013 – Nov/2014.

- Preparing Purchase Orders, and all related Payments.
- Planning, Implementing, and monitoring all SABIS Network Schools relevant accounting activities.
- Maintaining accuracy of general, revenue, expenditure, and subsidiary ledgers.
- Conducting verification and reconciliation tasks for banks, and associated SABIS Network schools.
- Daily and monthly reports for management.
- Petty Cash management Periodically Injection of **100,000 SAR**.
- Preparing the monthly Payroll for +60 Employees.
- Monitoring the annual Budget.
- Assets management & depreciation.
- Trained and supervised one employee (Accountant).
- Coordinating with the Financial Controller to ensure the implementation of the system and prevent fraud.

2004 - 2006
Technical Superior **TS3**, Accounting, Institute Of Tourism, Dekwaneh.

2006 - 2008
Bachelor of Business Administration, Accounting, AUCE, Beirut.

2011 - 2012
Curso De Español, B1.1, Instituto Cervantes, Kaslik-Lebanon.

***References available on request**

Cover Letter

Dear Sir/Madam,

I would like to apply to the position with keen interest. With this cover letter, please find enclosed my resume for your consideration.

I have more than +12 years of experience in the Accounting field. My recent position at Arnaoon sarl Batroun-Lebanon enabled me to establish myself as an efficient Senior Accountant who can solve problems, build positive relationships with staff members and focus on delivering excellent results to all departments and clients.

Despite the challenges I faced since I started in the Accounting field, I was able to accomplish several projects during my career, One of them is Opening and Launching Two New Schools in Riyadh & Jeddah (KSA).

I am committed to developing my knowledge and keeping myself up-to-date. I am a dedicated, motivated, and honest person who learns quickly. I think that these qualities combined with my academic background and professional experience would make me an ideal candidate for the position.

I am looking forward to meet you soon to further discuss my qualifications. Until then, please accept my sincere gratitude.

Thank you,
Fadi Mikhael