

Curriculum vitae

Asmaa Hammoudi

➤ Objective:

I am seeking a rewarding job in a reputable and progressive institution with in a business domain. I am a very efficient team player and capable to work under pressure.

➤ Personal information:

- Mobile number: +961 76 04 40 85
- E-mail: Asmaa.hammoudi1993@outlook.com
- Date of birth: 25th January 1993
- Marital status: single
- Address: Saida, Lebanon
- Profession: Accountant

➤ Competences:

Confident, obedient and good listener, extremely adaptive to new environments and changes, fast learning, creative mind, effective and have communication skills, willing and able to assume multiple responsibilities.

➤ Education:

- Self-study
Preparing for certified public accountant exams (CPA)
From February 2016 till now
- Beirut Arabs University, faculty of business, Beirut, Lebanon
BS in Accounting with an excellent GPA (Cum GPA 3.85)
2011-2015



Relevant courses: Principles of Accounting, Intermediate Accounting, Cost Accounting, Advanced Financial Accounting, Auditing, Governmental Accounting, Tax Accounting.

Taught by scholarship given by European Union – UNRWA

- Saida Secondary Official School for Girls, Saida, Lebanon
Lebanese Baccalaureate – Sociology and Economics
2008-2011

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➤ Experience:

- I. Genius MAP, Beirut, Lebanon.
Senior accountant
From April 2017 till now



Job description:

1. Preparing monthly financial statement reports and records by collecting, analyzing and summarizing account information.
2. Performing balance sheet account reconciliations
3. Preparing P&L, balance sheet and other financial reports on a monthly basis
4. Preparing all financial reports related to government and taxation
5. Processing of journal entries as needed
6. Preparing reconciliation reports
7. Performing other related duties as required by the Management
8. Handling the monthly payroll
9. Performing projection and actual cash flow
10. Handling cash flow
11. Performing cost control reports
12. Analyzing and reviews budgets and expenditures
13. Creating and reviewing budget, revenue, expense, tax returns, invoices and other accounting documents.
14. Reconciling all discrepancies in accounting records
15. Controlling stocks by maintaining and tracing accurate records of orders, sales and deliveries which avoid overstock and outages.
16. Preparing Quarterly VAT Declaration
17. Preparing Quarterly Tax On Salaries Declaration
18. Preparing NSSF Declaration.

- II. Royal Gris Ceramics , Beirut, Lebanon
Junior accountant
From October 2015 till 31 March 2017

Job description:

1. Performing accounting services to small businesses, corporations, government agencies or individuals.
2. Interacting with internal auditors in completing audits.

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3. Performing cash reconciliation
4. Performing bank reconciliation
5. Performing suppliers accounts reconciliation
6. Handling all types of data entry

➤ **Training attendance:**

1. Maarouf Hneini for Accounting & Audit, Saida, Lebanon

Trainee

From 1 august 2015 till 21 October 2015

2. Arab bank, Saida, Lebanon

Trainee

From 1 July 2015 till 31 July 2015

➤ **Computer skills:**

- Software: MS-Office, and Outlook Express.
- Accounting software: Al Amin, Dolphin, and EDM
- Operating system: windows and XP

➤ **Languages:**

1. Arabic: mother language
2. English: fluent, spoken and written

➤ **References:**

1. Mr. Houssam Zaghal
Chief accountant at Genius Map
Phone number: +961 70 712 395
E-mail: houssam.zaghal@live.com
2. Madam Nadia Mohammed
Senior accountant at Maarouf Hneini for Accounting & Audit
Phone number: +961 03 616319

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3. Dr. Ekrami Mokhtar
Accounting instructor at Beirut Arab University (BAU)
Phone number: +961 76 937 060
4. Madam Mona Fakhro
Senior accountant at Royal Gres Ceramics
Beirut, Lebanon
Phone Number: +96170946207