

SAMAR RACHIDI

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Objective

Seeking a job in a prominent company where I will have the chance of utilizing my educational background in accounting, data analysis, finances, and investments as well as my considerable experience in the field. My practical knowledge, strong critical thinking skills, computer skills and strong accounting skills will allow me to contribute to the company's mission and business strategy.

Personal Data

Date of Birth: 01/01/1986
Place of Birth: AL-Khiam, south of LEBANON
Marital Status: Single
Nationality: Lebanese

Experience

- Senior Banking Officer at ARCOM Group Beirut - Lebanon
May 2012 –PRESENT

Duties and Responsibilities:

- Preparing daily bank reconciliations for all bank accounts
- Preparing and managing on daily basis all banks position
- Reviewing cash and checks deposits and all bank operations on a daily basis
- Coordinating and resolving various issues with banks including fee anomalies and review differences
- Calculating interest and charges accruals for reporting purposes on a monthly basis
- Following up on loans, reimbursement of interest and updating loans report
- Opening of LC (letter of credit) and preparing the bank transfers for various foreign suppliers
- Following up with bank procedures for LCs' and financing operations
- Communicating with banks regarding transfers and swifts
- Reconciling supplier accounts and adjusting discrepancies accordingly
- Monitoring supplier's payments as per their credit periods and preparing the weekly list of payables
- Preparing and processing all outgoing payments
- Managing the reconciliation of payables and the advance payments
- Checking the invoices and follow up with suppliers on after-sales claims, damaged items, missing items and credit notes
- Preparing budget for balances in Euro currency required for payments due to foreign suppliers for specified periods
- Monthly reconciliation of suppliers' expenses
- Petty cash reconciliation registration
- Performing audit and reconciliation of credit card statements and receivables checks
- Assisting with preparation of month-end and year-end closing process
- Assisting and coordinating in the financial audit preparations and process
- Assisting with preparation of monthly financial statements (balance sheet, profit and loss & cash flow)
- Assisting and coordinating in the preparation of annual operating expenses budget
- Assisting in maintaining and updating chart of accounts on a regular basis to apply necessary adjustments, additions, and deletions of accounts after reviewing issues found with Chief Accountant
- Assisting in monitoring of internal controls

- Beirut - Lebanon

Duties and Responsibilities:

- Performing accounting tasks (inputting journal vouchers, preparing bank reconciliations, preparing payroll schedule and other accounting documents).
- Performing monthly suppliers' balances reconciliations and following up any discrepancies.
- Managing accounts payable, accounts receivable, and cash control.
- Preparing & updating the fixed assets schedule and prepare depreciation and amortizations table.
- Preparing official declarations (TVA) for audit.
- Recording and managing prepaid expenses and other accruals on a periodic basis.
- Analyzing revenue and expenditure trends and recommending appropriate budget levels, and ensure expenditure control.
- Preparing monthly statistical sales and financial reports (balance sheets, profit & loss statements...).
- Compiling and analyzing financial information to prepare financial statements including monthly and annual accounts.
- Assisting with the preparation of budgets and financial forecasts and monitoring progress.
- Inventories control (Invoices, stock transfers, Items movement...).

Education

- **[2013]** Master2 of Finance & Financial Institutions
Lebanese University Beirut - Lebanon
- **[2011]** Master1 of Management Accounting
Lebanese University [ISAE-Cnam] Beirut - Lebanon
- **[2008]** Bachelor of Banking & Finance
Lebanese University [ISAE- Cnam] Beirut - Lebanon
- **[2003]** Lebanese Baccalaureate in Life Sciences
Al-Ghobeyri High School Beirut - Lebanon

Skills

- Working effectively under pressure.
- Finalizing tasks efficiently within set deadlines.
- Quick to learn and develop.
- Multitasking.
- Training co-workers and entry level employees and managing team members effectively.
- Manage and organize all duties with high attention to details.
- Ability to deal with people from different backgrounds.
- Creative, Loyal and self motivated.
- Working effectively both in teams & individually.
- Communicating effectively at all levels.
- Skillful in Microsoft Office: Word, Excel, PowerPoint and Access.
- Fluent in the following languages: French, Arabic, English.

Others

- Hobbies: Drawing, swimming, reading.

References

- Available upon request.