

Omar Balkis

Professional Certified Management Accountant (CMA) able to work in complex business environments among cross-functional teams to achieve targets that are beyond those set and expected.

Personal Information

Nationality: Palestine

Email: balquis.o@gmail.com

Phone Number: +961 71 549 372

Address: Al-Rweiss, Omar Taha Building, Beirut, Lebanon

Work Experience

Accountant- Part Time

Bleu Design Consultants SAL – Present

Working at an Interior Design Office gives the opportunity to work on several different projects that require collaborations with several external parties, my duties and responsibilities include:

- Issuing invoices for work done on each project based on contracts and continuous follow up with the operating team
- Following up on all pending invoices and issuing receipts once payments are received
- Preparing project Profit & Loss analysis, by comparing the amounts invoiced with all expenditures related to the project, including salaries paid to the operating team, printing expenses, travel expenses, freelancer wages, office expenses and many other expenses
- Performing weekly reconciliation for suppliers and freelancer's balances to proceed payments
- Preparing Bank letters for payments such as VAT and NSSF

Office Management (Temporary Position May-July)

- Requesting samples and their corresponding price quotations

- Setting supplier meetings
- Handling all office matters (IT, Telephone, Samples Delivery, Printing Orders, Stationary, Office supplies...etc)
- Handling all administrative works and any other assigned task

Accountant – Stock Controller

CouCou Supermarche – November 2019-December 2019

- Insuring all quantities received are correct
- Entering all received items on the stock system
- Insure correct costing and pricing for items
- Handling stock wastages and returns
- Performing supplier reconciliations
- Performing Daily and Monthly Accounting Entries
- Performing any other task assigned (Assisting Showroom, Goods Receiving, Cashier...etc)

Accounts Intern

i-engineering Group HQ– May 2018-September 2018

i-engineering Group HQ is a multinational company that works in the field of telecommunication and power solution across 17 different countries. In Lebanon the head quarter has three other sister companies which are Eki-struct, Greenpole and KKODD, my duties and responsibilities in i-engineering and its sister companies included but where not limited to:

- Preparing supplier payments through bank transfers and checks
- Issuing Invoices
- Performing inter-company reconciliations
- Recording variety of types of transactions using Microsoft Dynamics 365, such as Invoices, Inter-company transactions, Bank transfers, Monthly expenses... etc
- Handling travel expenses (Tracking, Recording and Allocation)

Accounts Intern

First National Bank – June 2016-July 2016

My internship at FNB was for university graduation purposes. During this period I had a closer look on all procedures taking place at the Accounting Department

Education

Bachelor Degree in Accounting
Applied Science Private University – Amman/Jordan
2013-2017

Borj International College – High School 2013

International Lessing School – 2001/2012

Certifications

Certified Management Accountant (CMA)
Institute of Management Accountants – 2019
Certificate Number: 67976

Certificate in International Financial Reporting (CertIFR)
ACCA – 2016

Workshops

Basics of Personal Development Workshop

External Auditing Workshop

CVP Analysis Workshop

Skills & Languages

Speaks, Reads and Writes Arabic and English fluently

Major Skills: Microsoft Office, Microsoft Dynamics 365, Budgeting and Costing,
Financial Analysis, Multi-Tasking, Communication skills, Team Player