

Khaled Fakhran

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ACCOUNTING EXECUTIVE ✦ ACCOUNTS PAYABLE/RECEIVABLE ✦ FINANCIAL Analysis
Financial Reporting ✦ Reconciliations ✦ Forecasting

Dedicated and detail-oriented accountant with 4 years of experience in financial management and reporting. Proven track record of maintaining accurate records, analyzing financial data, and implementing effective financial strategies. Proficient at utilizing accounting software and collaborating with cross-functional teams to ensure fiscal responsibility and regulatory compliance.

CORE COMPETENCIES

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|-----------------------|----------------------------|-------------------------|
| ▪ Financial Analysis | ▪ Strategic Planning | ▪ P&L Issuance |
| ▪ Financial Reporting | ▪ ERP Software Proficiency | ▪ Daily Reconciliations |
| ▪ Budget Management | ▪ Bookkeeping | ▪ Payroll Management |
| ▪ Audit Oversight | ▪ Consolidated Financials | ▪ VAT & Corporate Tax |

PROFESSIONAL EXPERIENCE

Cohort | Beirut, Lebanon | 2023 – Present

Accountant

Handling Five types of companies that are based in Cyprus, Athens, & Lebanon. My duties include posting journal entries for all Cohort entities accurately and precisely along with daily revenue and bank reconciliations that are posted on the ERP and the PMS. Moreover, I am responsible for auditing requirements and financials reconciliations including the Yearly Consolidated financial overview. I am also in charge of monthly closing entries, Payroll management, monthly P&L issuance, along with the daily support to Cohort Athens Community Hosts.

- Posting Journal Vouchers, Payment Vouchers, Sales Invoices, and Purchase Invoices for all Cohort entities.
- Managing the inventory cost centers and their coordinated project codes.
- Managing the expenses and maintaining the AP list daily.
- Helping in the issuance of the monthly P&L and the yearly Balance sheet.
- Responsible for the monthly closing entries for all Cohort entities.
- Coordinating with the Greek, Cyprus & Lebanese auditors for the issuance of the yearly Consolidated financials.
- Reconciling Banks, Customers, & Vendors statement.
- Responsible For All Cohort employees' salaries in various countries.

Capital B S.A.L. | Beirut, Lebanon | 2022 – 2023.

Accountant

Handling all types of Journal entries for all Capital B entities along with their monthly closing entries (Prepays, accruals, payroll...). My duties also include assisting in the quarterly VAT declarations & helping with the issuance of the monthly P&L. Moreover, I am responsible for daily Petty Cash maintenance, Banks & Customers statements reconciliations.

- Posting Journal Vouchers, Payment Vouchers, Receipt vouchers for all Capital B entities.
- Assisting in Vat, NSSF & Tax on salaries declarations.
- Reconciling customers & vendors statements daily.

- Preparing the annual budget report while taking the right forecast techniques with various currencies.
- Managing Petty cash & reconciled it on daily basis.
- Preparing the monthly salaries along with the monthly accruals & prepaids.
- Posting Fixed Assets purchases while taking into consideration their applied depreciation rates.

Halwany Consumer Products S.A.L. | Beirut, Lebanon | 2020 – 2022
Senior Accountant

Handling all types of Journal entries along with daily follow up of various outstanding balances to solve new & old discrepancies. My duties also include monthly closing entries, inventory management, & daily reconciliations for customers, vendors & banks. Also, I am responsible for the daily preparation of receivable aging reports, payable aging reports & item sale reports.

- Posting journal entries (Jvs, Rvs, Pyt...).
- Holding and monitoring petty cash.
- Reconciling Customers, Vendors, & Bank statements.
- Maintaining and reconciling general ledger accounts.
- Assisting with preparing & monitoring budgets.
- Maintaining accounts payables and receivables.
- Coordinating & working with the Sales department to solve old customer discrepancies.
- Assisting with annual audit preparations.

Antwork | Beirut, Lebanon | 2019 – 2020
Accounting Intern

As an intern, I am responsible for assisting the accounting department with daily Cash & bank reconciliations. I am also responsible for fulfilling various audit requirements along with daily issuance of purchase and sale invoices.

- Assisting in reconciling bank statements.
- Filing & scanning journal entries.
- Performing data entry and credit checks.
- Getting introduced to the Lebanese charts of accounts.

Banque Du Liban | Beirut, Lebanon | 2018 – 2018
1 month Internship

I am able to learn more about the Lebanese banking sector along with their various department duties.

- Getting introduced to the Lebanese banking sector.
- Learning & studying policies of the kafala system.
- Studying & analyzing frauds and money laundering systems.

EDUCATION**Haigazian University, Beirut, Lebanon: 2015-2019***Bachelor's degree in business administration – Emphasis in Finance***ADDITIONAL CREDENTIALS****TECHNICAL SKILLS**

Microsoft Office (Word, Excel, PowerPoint, Outlook, Access) / Power Bi / Microsoft Navision/ Visual Dolphin

LANGUAGES

Arabic, English