

An accounting professional with proven experience of smart hard work!  
References and certifications are available upon request.

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## WORK EXPERIENCE

### **AK Consulting Group Offshore | Senior Accountant, Accounting Team Leader**

MARCH 2019 – PRESENT

HAZMIEH, LEBANON

Duties included, but not limited to:

- Managing the proper recording of our client's financial books while complying to IFRS standards.
  - Reconciling ledger and subledger accounts on the Balance Sheet.
  - Reconciling Due to and from related party accounts on a quarterly basis.
  - Ensuring Payroll accountants as well as HR departments have reconciled values like EOS and accrual calculation.
  - Responsible for financial month closing for all our client's books.
- Reviewing and posting journal entries as well as purchase orders, sales orders, and other various subledger entries.
- Month to month VAT and Withholding tax declarations or quarterly based on our client's declaration dates.
- Preparing end of month financial statements for every client. Balance Sheet, Income Statement, cash flow statements and submitting them to the budget team.
- Handling relations with the client's external auditor and issuing their financial statements.

### **First Gulf Company | Accountant & Budgeting Officer**

FEB 2017 – FEB 2019

RIYADH, SAUDI ARABIA

- Managed the preparation and revision of annual business division budgets, along with their consolidation.
- Provided financial insights and budget variances reported directly to the company's CFO.
- Coordinated financial period closing procedures; month-to-month and yearly, under delegation of the Chief Accountant.
- Senior Accountant for FGC Subsidiaries located in Riyadh & Dubai. Responsible for all the subsidiary's financial books.
- Assisted Chief Accountant in establishing VAT & Withholding Tax accounting frameworks for FGC, under the new Saudi Arabian Kingdom Laws.
  - Prepared and developed the VAT transition process for the company; as well as lecturing the accounting and procurement staff about the new rules, regulations, and forms for the business processes.
  - Took full responsibility for approving all payment requests issued to be compliant under the new VAT rules.
  - A member in a team of two responsible for VAT & WT declaration reports sent to GAZT on monthly basis, under the Chief Accountant's supervision.

### **Kilani Group | Junior Accountant**

SEP 2016 – JAN 2017

SAIDA, LEBANON

- Handled payment vouchers, bank Cheques, and credit notes.
- Kept record of the daily shifts at the multiple petrol stations owned by the company.
- Organized Customer Invoices and assisted in preparing employee payroll.

## EDUCATION

**Rafik Hariri University | bachelor's in Accounting & Finance, Class of 2016**

## SKILLS

- Microsoft Office Advanced.
- Internal Auditing
- HR & Payroll Accounting, Procurement & Inventory Control
- Financial Statements & Consolidations.
- ERP Systems, Microsoft Dynamics 365