

Beirut, Lebanon
Phone +96171332401
E-mail jihadhamwi@hotmail.com
www.linkedin.com/in/jihadhamwi

Jihad Hamwi

Personal Information

Date and Place of Birth: 04 October 1994 – Beirut Lebanon
Nationality: Lebanese
Marital Status: Single

Education

2014 - 2018

AUST – American University of Science & Technology (Beirut, Lebanon)
BA – Emphasis: **Accounting**
Major Courses: Principal Accounting I & II, Lebanese Accounting Application, Cost Accounting, Intermediate Accounting I & II, Auditing, Advanced Financial Reporting, Taxation

1997- 2017

Al Iman Pilot School (Beirut, Lebanon)
Lebanese Baccalaureate in Economics & Sociology

Professional Experience

November 2018 –
Current

Azadea Group (Jnah, Beirut, Lebanon)

About Azadea: The Azadea Group is a premier lifestyle retail company that owns and operates more than 50 leading international franchise concepts in fashion, food and beverage, sporting goods, multimedia, and cosmetics across the Middle East and Africa spread across 13 countries.

Position: Junior Accountant Specialist

Softwares Used: Oracle JDE, Microsoft Money Plus, Microsoft Excel

Duties:

Payables: Validate Accounts Payables invoices and Petty Cash. Check the payments to Suppliers versus Approved Invoices.

Taxation: BOD & OGA registration in the MOF, VAT payments each quarter, and Resident & Non-Resident Taxes.

Reporting: Prepare monthly reports related to Payables and Receivables Aging. Prepare special reports requested from Internal and External Auditors.

Petty Cash: Petty Cash Control of Approx. 60,000USD and the yearly Budget of the Family Personal Accounts.

Reconciliations: Prepare Banks and Credit Cards Reconciliations. Reconcile Advances related to Personnel, Taxes, and Receivables account.

General Ledger: Enter journal vouchers and invoices related to expenses, revenues, personnel, banks, closing entries and prepaid expenses.

October 2017 –
October 2018

ABC SAL (Achrafieh, Beirut, Lebanon)

About ABC: ABC is the most prominent mall and department store in Lebanon that offers a unique shopping, dining, leisure and entertainment.

Position: Accountant

Softwares Used: Oracle (JDE-Live), V-BI, VIVA World Wide (VMS), Cash and Bank App, Microsoft Excel.

Duties:

General Ledger: Enter journal vouchers and invoices related to expenses, revenues, personnel, banks, closing entries, prepaid expenses and accruals amortization.

Receivables: Check the collections from customers versus invoices. Daily Sales checkup of ABC Stores and Franchise stores (Tommy Hilfiger, Calvin Klein, & Sacoor). Credit vouchers follow up and reconciliation. Monthly Suspense Accounts Balancing for Shops.

Payables: Validate Accounts Payables invoices and Petty Cash. Check the Payments to Suppliers versus Approved Invoices.

Taxation: Leasing and Licenses Contracts control and registration in the MOF.

Fixed Assets: Maintain and update an accurate Fixed Assets Register in terms of Additions, Disposals, and Depreciation.

Inventory: Detailed physical count of inventory performed and reported at the end of each year.

Reconciliations: Prepare banks and credit cards reconciliations. Reconcile liabilities and advances related to personnel, taxes, asset clearing accounts, and receivables account.

Petty Cash: Petty Cash Control of LBP 12,500,000.

Gift Cards: Issuance of gift cards orders and Official Invoices. ABC gift cards' control and customer support. Online E-Commerce gift cards control and bookings.

Reporting: Prepare monthly reports related to Payables and Receivables Aging. Prepare special reports requested from Internal and External Auditors.

Internship

March 2017 – June 2017

Nielsen - Amer Research (Sin el Fil, Beirut, Lebanon)

Position: Junior Accountant

Softwares used: SAP, BAX, Oracle

Duties:

VAT

Salaries & Wages

Employees' NSSF

Book Keeping & Data Entries

Feb 2017 – March 2017 **The Net Holding – Skynet (Sin el Fil, Beirut, Lebanon)**
Position: Junior Accountant
Softwares used: Visual Big, ERP
Duties:
Account Receivables
Account Payables
Collection
Follow up with Consumers & Vendors for the Payments and Checks

Experience

July 2017 – October 2017 **GS Stores – HST (Verdun, Beirut, Lebanon)**
Position: Cashier
Duties:
Money Collection from Customers
Daily Cash Preparation to Deposit in the Bank

May 2016 – October 2016 **Twenty-Four Seven Stores (Verdun, Beirut, Lebanon)**
Position: Cashier
Duties:
Manage the Availability of all Goods
Money Collection from Customers
Daily Cash Preparation to Deposit in the Bank
Organize Daily Balance Sheet

April 2015 – Feb 2016 **Urbanista (Gemayzeh, Beirut, Lebanon)**
Position: Barista
Duties:
Manage the Availability of all Goods
Manage the Ongoing Orders
List Daily Tasks

October 2014 – March 2015 **Virgin Megastores (ABC Achrafieh, Beirut, Lebanon)**
Position: Cashier
Duties:
Daily Cash Preparation to Deposit in the Bank
Organize Daily Balance Sheet
Money Collection from Customers

June 2014 – Sept 2014 **Blu Port Restaurant (Zaytuna Bay, Beirut, Lebanon)**
Position: Waiter & Barista
Duties:
Serving Customers
Coordinate Tasks with Coworkers

Skills	Work under pressure holding multiple tasks and meet deadline Excellent verbal and written communication as well as interpersonal skills Organize, analyze, and interpret numerical data Work in team and responsive to other ideas Learn new procedures quickly
Languages	Fluent in Arabic and English with basic Knowledge in French & Russian
Hobbies	Enjoy Sports, Reading, and Swimming
References	Available Upon Request