

**Hady SARKIS**

**Date of birth:** 4 April 1993 - Lebanon

**Nationality:** Lebanese

**Marital status:** Single

**Address:** Lebanon, Hadath, Tilal Saint Georges, Block A3, GL

**Mobile:** (961) 71-772142

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**Objectives**

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Searching for a challenging job position that could allow me to develop my knowledge, improve my knowhow and progress such as I am an enthusiastic, devoted and committed person.

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**University And College Education**

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**2013 - 2017 Sagesse University (ULS)**

➤ Faculty of Business Administration Accounting And Finance.

**2010 – 2012 IT Saint Coeur Jdayde**

➤ BT3 Comptabilite Et Informatique

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**Professional Experience****April 2019 – Present Green Life – Mtayleb**

➤ **Accountant**

- Responsible for timely and accurate input, interaction and update of all Food & Beverage accounting systems and records.
- Responsible for assisting the F&B Accounting Supervisor with month end inventories and processing of data.
- Prepares and processes all food and beverage invoices for accounts payable.
- Possess strong communication and organizational skills.
- Follow up with other Departments and Vendors on any outstanding invoices and reconciles invoices before month end.
- Reviews any outstanding invoices on Vendor statements and contact Vendor for copies of outstanding invoices.
- Candidate must be able to work on the last and first day of every month to participate in end of month inventories.
- Standing long periods of time are frequently required.
- Identifies problems and takes corrective action where necessary.

**March 2017- January 2019    Le**  
**Blanc Catering            ➤ Accountant**  
Zalka

- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
  - Documents financial transactions by entering account information.
  - Recommends financial actions by analyzing accounting options.
  - Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
  - Substantiates financial transactions by auditing documents.
  - Maintains accounting controls by preparing and recommending policies and procedures.
  - Guides accounting clerical staff by coordinating activities and answering questions.
  - Reconciles financial discrepancies by collecting and analyzing account information.
  - Secures financial information by completing data base backups.
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**October –**  
**March 2014-**  
**2015(6**  
**Months)**

**Orkila - Achrafiyeh Saifi Bldg**

**➤ Internship Accounting / Finance**

- Assist in getting data to be used on the internal system. • Assist in cleaning of the acquired data.
- Contribute in the verification, correction and completion of existing data on the internal system.
- Checking Deposit accounts for local and offshore clients and providers.
- Assist in preparation, examination, and analyzing accounting records.
- Helping in financial statements and other financial reports for several clients.

**July –  
Sept  
2011 (2  
Months)**

## **Botrous Sarkis Accounting and Auditing – Dekwaneh**

### **➤ Internship Accounting / Finance**

- Assist in preparation, examination, and analyzing accounting records, financial statements, and other financial reports for several clients
- Help the team in computing taxes and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements
- Analyze business operations, costs, revenues and financial commitments to project future revenues and expenses.
- Documents financial transactions by entering account

**Summer 2010**

## **Part Time Job - Jeune amis du sport - Baabda**

### **➤ Assistant**

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## **Languages**

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Arabic : Native

French : Fluent

English : Intermediate

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## **Qualifications And Additional Skills**

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- Good knowledge in MS Fox Pro and OMEGA and Oracle A1 Cobase
  - Proficient in MS Excel, Access, Word and Power point
  - Organized, hardworking, and creative individual with proactive talents
  - Willingness and flexibility accepting wide variety of tasks
  - Very good Analytical and reasoning skills
  - Ability to organize heavy workload with competing deadlines and accuracy
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## Extracurricular activities

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- Reading
  - Music
  - Sports
  - Hiking
  - Camping
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## References

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- Botrous Sarkis Accounting and Auditing - Mr. Botrous Sarkis  
“Owner” Phone: 961-03/663662
- Mr Hicham Saad Owner of Le Blanc Catering Phone Num: 961-01/882882
- Mr Dany Nakhoul auditor phone Number: 961-70/373816