

CHARBEL HAJJAR

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OBJECTIVE

Seeking a challenging job in an innovative, dynamic and healthy work environment where I can utilize my skills, knowledge and experience efficiently for the organizational growth.

EXPERIENCE

01/09/2014–present

BDO-Semaan Gholam & Co.

Lebanon

Audit Supervisor

- External Auditor on different customers; SGBL bank, FIDUS financial institution, Hermes..., in charge of all aspects of audit and statutory reporting
- Conducting assigned audit engagements successfully from beginning to end:
 - Providing financial reports
 - Analysing and reconciling account balances and maintaining the related supporting documents and schedules such as Asset Register, Prepayment Schedule, A/R, A/P, Inventory, Cost accounting...
 - Supervising payroll related works like salary and overtime calculations, end of service benefits and calculations.
- Review of VAT, tax on salaries, tax on income computation.
- Recommending relevant solutions to business and risk.
- Ensuring compliance with local audit policies and regulations.
- Analyzing and recommending changes in internal audit controls.
- Developing audit programs and testing procedures relevant to risk and test objectives.

01/08/2012–30/07/2014
Firm

Georges Ghourayeb accounting & audit

Lebanon

Junior Auditor

- Audit Report, Reconciliation, Financial reports, VAT Declaration, Salary Tax, Fiscal Declaration, Vouching, Accounting

28/06/2012–02/09/2011

Georges Murra Accounting & Audit Firm

Lebanon

Training for 3 months

- Bank and statement reconciliation, Accounting

EDUCATION

2012–2013 Lebanese University-Faculty of Economics & Business-
Achrafieh, Lebanon.
Masters M1 in Business-Accounting and Auditing.

2009–2012 Lebanese University-Faculty of Economics & Business-
Achrafieh, Lebanon.
B.A. in Business-Accounting and Auditing.

2006–2009 Antelias Official High School- Antelias, Lebanon.
Lebanese Baccalaureate-Life Science.

COMPUTER LITERACY

Microsoft Office (Word, Excel, Power Point)

LANGUAGES

English, French, Arabic (Read, Spoken and written)

HOBBIES

Football, watching movies, swimming

PERSONAL SKILLS

- Pro-active, self-motivated and team worker.
- Numeracy and a strong aptitude for mathematics.
- Excellent problem-solving skills and clear logical thinking.
- Ability to work to deadlines, under pressure, and the willingness to put in the extra hours when needed.
- Ability to work on my own initiative and as part of a team.

References available upon request