

Hadi Ghraizi

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Profile

I am a **skillful Sr. Accountant** with 5 + years of extensive and hand on experience in all accounting related activities.

I am keen to develop my career further in Accounting and keen to learn to be beneficial to my employer and for the future of my career.

Skills Summary

- ◆ Good computer and software skills, Outlook, Excel, Word and PowerPoint. Knowledge of Logos, Oracle.
 - ◆ Effective communication abilities, including interpersonal, written and oral.
 - ◆ Proficient in the French, English and Arabic languages.
 - ◆ Highly organized and thorough, fully confident in fulfilling responsibilities.
 - ◆ Strong analysis and critical thinking abilities, as well as evaluation skills.
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Career Progression

- ☞ April 2014 – Present: SR. Accountant
- ☞ April 2013 – October 2013: Junior Accountant (Summer Job)
- ☞ April 2012 – October 2012: Junior Accountant (Summer Job)

Senior Accountant	April 2014 – Present
Accounting Department	
Sawaya Holding. , Beirut, Lebanon	

Joined Sawaya Holding as Accountant and was appointed as Senior Accountant as of January 2016, handling all accounting activities.

Key Responsibilities

- ☞ Revise on daily basis statement of account for all suppliers and make reconciliation when needed.
- ☞ Control all receipt books for all sales team and drivers on daily basis.
- ☞ Prepare and control VAT reports, sales commission, and imported sales turnover and refer back to Sales manager, HR, Financial Manager or CEO when needed.
- ☞ Follow up on all HQ accounts, daily collection, Linked clients to Sales manager and admin links and confirm all accounts balances for clients.
- ☞ Monitor Employees advance on salary and on account, Credit terms and Credit limits, and credit notes for all stock.
- ☞ Examine all receivables client administration, solve all financial problems with clients and monitor all discounts, aging of accounts receivables or customer analysis.

- ☞ Check all Purchasing transactions that are still unsettled and follow up with Purchase department till settlement.
- ☞ Prepare checks and payments for all suppliers depending on their values and approved payment terms.
- ☞ Handle all suppliers issues regarding payments, checks, follow ups, checks' signatures, data payment updates on the system and report any anomaly to Financial Manager.
- ☞ Prepare all foreign transfers for external suppliers.
- ☞ Handle all payroll payments, banks transfers and transactions, for all subordinate companies (FSSAL, SWH, See How, Jouzour).
- ☞ Check all invoices (import and export), vouchers and all transactions related to cash or any kind of payment.
- ☞ Control all yearly local and foreign suppliers' agreements along with their EYB and payments, and report results to CEO.
- ☞ Process all reports on monthly basis and give feedback for concerned persons.
- ☞ Apply all financial policies and procedures requested by the company at all times.
- ☞ Ensure a daily check up on all checks, cash availability, bank accounts related to the company, and Payable amounts on cash flow.
- ☞ Supervise cash transfers at all times and take actions when necessary.
- ☞ Maintain high level of confidentiality at all times and provide support for all team members by performing extra tasks when needed.
- ☞ Control all receipts from clients and solve with the accountant any anomaly.
- ☞ Reporting periodic reports, V.A.T and NSSF.

Junior Accountant – Bhamdoun, Lebanon

Summer Job

Accounting Department

Hotel Safir Bhamdoun, Lebanon

Key Responsibilities

- ☞ Control receipts received from clients and check their values, info (client name, currency) and the payment type (cash, visa).
- ☞ Close on daily basis the income journal.
- ☞ Confirm receiving daily POS invoices, visa and master cards receipts.
- ☞ Examine cash transfers from CRC to main cash and compare totals to the value of receipts.
- ☞ Documents financial transactions by entering account information.
- ☞ Collect information, update data and follow a day-to-day filing system to ensure efficient data at all time.
- ☞ Handle petit cash and all payable / purchase vouchers at the hotel.
- ☞ Receive statement of accounts from suppliers, examine all statements to ensure accuracy and make reconciliation when needed.
- ☞ Ensure that all statements are complete with no missing documents and take action when needed.
- ☞ Handle Bank transfers, cash deposits and check registration with all banks.
- ☞ Handle bank deposits on Daily basis.
- ☞ Maintains high level of confidentiality and protects operations by keeping all financial information confidential at all times.
- ☞ Reconciles financial discrepancies by collecting and analyzing account information.
- ☞ Provide support for all team members by performing extra tasks when needed.

Education

Bachelor degree in accounting and audit
Beirut Arab University

December 2013
Lebanon

Personal Information

Lebanese, Born: 09, Feb, 1990 Single

References

Available upon request