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CURRICULUM VITAE

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To Whom It May Concern,

Processing more than thirteen years of experience in adverse financial positions, I am confident that my qualifications would match your organization's current requirements. My expertise lies in my ability to identify and resolve complex accounting issues, supervision of several financial sections, preparing financial statements, producing annual and monthly accounts, maintaining financial records, managing budgets, variance analysis and business leadership.

Some of the key strengths I can offer include:

- Acknowledged for being resourceful, adaptable, and self-directed with the ability to meet even the most challenging goals and deadlines due to outstanding troubleshooting, analytical, and problem-solving skills.
- A strong financial background and excellent administrative skills with an extensive base of knowledge and experience to assist the company meeting its organizational and financial objectives.
- Demonstrated ability to build successful teams and collaborate effectively with various departments to achieve overall goals.
- Proven track record of responsibility, integrity and commitment to company objectives.

As a skilled professional with Masters' degree in Business Strategy, you can be assured that I would uphold the highest level of work detail and ethical standards as a member of your team. As well, I am flexible and adaptable to both new situations and changing organizational needs. I am confident I will prove an asset to your company and respectfully submit my resume for your view.

Thank you for your time and consideration.

Sincerely,

Fadia Ghannam

Enclosure, please find my CV



CAREER EXPERIENCE

A. **Ain Wa Zein Medical Village, Lebanon** - July 2015 – August 2019

Accounting Head Department

Position Duties and Responsibilities

- Lead and mentor Accounting Department staff.
- Develop and provide regular reporting to Top Management.
- Lead a culture of continuous improvement and motivate employees' engagement developing a high performing managerial team.
- Prepare and review various journal entries and balance sheet account reconciliations.
- Perform monthly account reconciliations.
- Perform monthly bank accounts reconciliation.
- Monitor general ledger transactions.
- Control and ensure accuracy of the monthly activities recorded on the ledger and make accounting corrections as appropriate.
- Closed and prepared monthly financial statements.
- Ensure all major monthly accounting entries/accruals are finalized in the Accounting System in compliance with approved Accounting Standards for the institution.
- Register NSSF monthly subscriptions.

- Reconcile of NSSF accounts and all salaries accounts.
- Declare quarterly VAT declaration.
- Communicate with the VAT and other external official parties.
- Prepare quarterly and yearly provisions.
- Budget vs. Actual Variance Reporting.
- Prepare audit work papers for internal and external auditors.
 - Participate in Formulating policies and procedures.
 - Review financial and non-financial reports to analysis and devise improvements.
 - Analyze problematic situations and occurrences and provide solutions.
 - Prepare periodical analysis and reports regarding: budget, expenditure, and revenues.
 - Facilitating changes in fiscal processes, including the Chart of Accounts, and work to minimize audit findings within the financial departments and units.
 - Coordinate financial statements, annual financial reports, audit requests, and other information reports and requests, ensuring accuracy and reporting integrity.
 - Participate in the design, implementation, and support of financial systems and related financial policies and processes related to accounting, collection and cashier sections.
 - Worked in collaboration with the Financial Director to ensure accuracy and integrity of financial information in support of overall business objectives.
 - Review of the accounting of bills, receipts, and conducting changes wherever required in consultation with the Financial Director.

Fixed Assets Financial Management

- Report preparation and operating/financial statistics related to the capital and fixed assets accounting function.
- Responsible for follow up and closing of projects in progress.
- Responsible for ensuring that fixed asset master data is accurate.
- Enter fixed asset purchases and disposals into asset management system (Profiles-PIMS).
- Reconcile asset management totals with general ledger.
- Coordinate and register quarterly and annual physical inventory.
- Depreciate fixed assets according to their life classes.

Supervising and Training

- A. Direct supervision of all central and peripheral cashiers work.
- B. Manage department workflow including:
 - Organizing and assigning tasks in an efficient manner.
 - Training or coordinating the training of department staff.
 - Assisting in developing and updating department procedure documentation, training and job descriptions.
 - Conducting performance evaluations.
 - Carry out performance management of staff and monthly appraisals.
 - Help employees identify and develop skills and behaviors.

A. **Ain Wa Zein Medical Village, Lebanon** - April 2011 – July 2015

Central Cashier:

- Closing of all In-patient invoices dues.
- Follow-up of all unpaid pending invoices.
- Responsible for closing payments of elderly care center patients.
- Coordination with collection section.
- Monitoring of all peripheral cashiers.
- Issuing receipts for all incoming payments from guarantors or other liabilities settlements.
- Responsible for all cash outgoing payment orders in the hospital.
- Responsible for physical count for all peripheral and central cashier.

B. **Ain Wa Zein Medical Village, Lebanon** - December 2005- April 2011

Accountant:

- Preparation of employees' monthly payroll deduction files.
- Monthly guarantors' reconciliation with billing section.
- Monthly Bank reconciliation.
- Monthly closing process of accounts.
- Registration of daily cash transactions.
- Execution of charges and credits to employees' personal accounts.

EDUCATION

Master of Science in Business Strategies 2015- Present (Expected date of graduation Oct.2019)

Notre Dame University- Shouf Campus, Lebanon

Bachelor of Business Administration, Banking & Finance, 2005

BCU- Hawaii University – Beirut, Lebanon

TRAINING

- **Accountant position training**

Ain Wa Zein Medical Village- Lebanon, Sep.-Dec.2005

- **Internship Customer Services & Counter**

Bank AUDI- Khaldeh, Lebanon, July 2005

- **Training Retail Marketing Division**

BLOM Bank- Main Branch, Lebanon, Feb.7-March 3, 2005

- **Seminar “Train of Trainers” -TOT , NBTS**

- **Workshop “Cash Flow Budgeting-Preparation & Analysis” , Lebanon Executive Training**

- **Workshop “Cash Flow & Budgeting” , Lebanon Executive Training**

- **Workshop “Communication Skills” , Lebanese Management Association(LMA)**

- **Workshop “Interviewing Techniques” , NBTS**

- **Workshop “Management Skills” , NBTS**

- **Workshop in Department & Cost Center Clarification , Ain Wa Zein Medical Village (AWMV)**

- **Course Creative Thinking & Problem Solving, CSP Middle East**

- **Course Stress & Time Management, CSP Middle East**

- **Project Feasibility Study, Construction Management Consultant**

- **Course in Fire Fighting, Ministry of Interior Municipalities(Civil Defense Division)**

- **Course Effective Communication Skills, CSP Middle East**

COMPUTER SKILLS

Using Microsoft office Excel: "Very Good"

Other Microsoft offices: "Very Good"

Profiles Software: "Excellent"

LANGUAGE

English: Fluent (Oral-Written)

Arabic: Native Speaker

REFERENCES

- Engineer Ghassan Al Beayni, Technical & Logistic Services Director, Ain Wa Zein Hospital,
Tel: 00961 3700370
- Engineer Ihab Fares, Data Management Head Dep., Ain Wa Zein Hospital, Tel: 00961 70855804
- Dr. Farid Kerbaj, Medical Director, Ain Wa Zein Hospital, Tel: 00961 3635446