

Mehieddine Khoudary

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Career Objective

To seek a position in a reputable organization, in the accounting or auditing department where I can realize my potential and ambitions and utilize them to the benefit of my employer.

Key Skills

- *Accounts Payable/receivable Processes*
- *Corporate Accounting & Bookkeeping*
- *Governmental accounting, reporting and taxation.*

Professional Experience

*A. Rafik Hariri University-Meshref
Lebanon*

November 2016- Present

Position Held: Accountant

General Accounting:

- *Maintain the general ledger in a complete, accurate and timely manner; prepare general journal entries.*
- *File correspondence, adjustments, and other documents as required.*
- *Review account codes for accuracy.*
- *Review posting sources to the General Ledger for completeness and accuracy and adjust accounts as necessary.*
- *Ensure that RHU's fixed assets are acquired, maintained and disposed and related accounting entries are made in line with the adopted accounting standards.*
- *Manage fixed assets databases; enter data and generates periodic reports.*
- *Maintain and reconcile departmental ledgers to RHU's accounting system.*

- *Coordinate physical inventory counts and cycle counts.*
 - *Investigate cycle counting variances and resolve issues.*
 - *Assist in the month-end closing.*
 - *Assist the Senior Accountant and the Finance Director with the year-end audit.*
- Accounts Receivable:*

- *Review cashiering functions and others RHU revenues; post reconciliation to ledgers.*
- *Oversee preparation of bank deposits (checks and wire transfers), daily cash balance report; post remittance details to corresponding accounts and other posting functions as necessary*
- *Set-up new customers in the Enterprise Resource Planning (ERP) system.*
- *Maintain and organize support for customer remittances (wire & credit card payments)*

- *Support financial statements audits*
- *Assist in month-end closing*
- *Support other accounting projects, as necessary*
- *Perform a regular analysis of student account balances and other customer balances to ensure accuracy of accounts at all times particularly student accounts.*
- *Collaborate closely with the Financial Aid and other departments to resolve student issues and coordinate prompt corrective action.*

Accounts Payables:

- *Process and verify all vendor invoices, advances to suppliers/employees, petty cash bills, HR payments, employee claims, and other relevant documents to ensure accuracy and appropriate distribution (GL coding and cost center).*

- *Validate documents for matching, accuracy, completeness, coherence, and compliance with RHU policies and procedures.*
- *Follow up and reconcile vendor statements of account as necessary.*
- *Investigate and resolve problems associated with invoice processing and purchase orders.*
- *Ensure that supplier balances are confirmed and/or reconciled.*
- *Assist in AP month-end closing.*

B. Dandy Sweet Factory-Aramoun Lebanon

July 2016- October 2016

Position Held: Accounting consultant

- *Finalize and daily review of all accounting matters,*
- *Deal with the governmental requirements in term of VAT and Income tax.*
- *Assist the external auditor in issuing the monthly financial statements.*

*C. Ahmad Sawi Zantout EST Group-Beirut
Lebanon*

March 2008 – December 2015
Position Held: Accountant

General Accounting:

- *Pass daily journal entries to appropriately record the accounting transactions,*

- *Prepare various type of provisions, accruals and deferred revenues on quarterly basis,*
- *Prepare monthly and annual journals to appropriately reflect matters resulted from the bank reconciliations and cash management.*
- *Prepare ad hoc journal entries resulted from the sales of assets.*
- *Prepare monthly/quarterly journal entries pertaining to the NSSF, income tax and VAT.*

Accounts Payables:

- *Monthly reconciliation of vendors and supplier accounts,*
- *Reconcile purchase orders and receiving/acceptance VS invoices,*
- *Following up on petty cash reporting and settlement.*

- *Processing all incoming invoices, payments, wire transfer and cheques.*

Accounts Receivables:

- *Monthly reconciliation of clients' accounts,*
- *Follow up on the clients' outstanding balances,*
- *Issue clients' invoices and receipts.*

Cash Management:

- *Execute monthly banks reconciliation.*
- *Follow up on uncollected cheques and/or wire transfers.*

*D. Etihad Salehia For Dates - Riyadh
K.S.A*

*August 2006 - May 2007
Position Held: Accountant*

- *Managing the accounts payables and receivables*
- *LC import resumption (Samba Bank)*
- *daily Transactions-*
- *Follow up with international supplier.*

*E. Tahan home appliances – Beirut
Lebanon*

January 2006- August 2006

Position Held: Accountant

*Follow up and control all payments/
Receivables direct and indirect expenses
related to office, stores, petty cash....)*

F. Lebanese Army

Position Held: Store Keeper

June 2007 - February 2008

*Monthly fuel inventory (in-out movement
fuel .stock)*

Education

- *Lebanese University of Beirut*
Bachelor in Finance & Accounting
LEBANESE UNIVERSITY
(2000-2004)

- *Baccalaureate Part 2 Math.*

Makkassed high School
(1999)

Makkassed high School

LANGUAGES

	<i>Written</i>	<i>Spoken</i>	<i>Read</i>
<i>Arabic</i>	<i>V.Good</i>	<i>V.Good</i>	<i>V.Good</i>
<i>English</i>	<i>Good</i>	<i>Good</i>	<i>Good</i>

IT Skills:

- *Dolphin (accounting software)*
- *Paradox (accounting software)*
- *Macc (accounting software)*
- *NAVISION- Microsoft (accounting software)*
- *Microsoft Word*
- *Microsoft Excel*
- *Internet explorer*