

Mahmoud Farhat

Accountant

PERSONAL DETAILS

Mahmoud Farhat
Jieh - Chouf
Lebanon

T: +961 7 995 088
M: +961 3 985 561
E: Mahmoudfarhat@hotmail.fr

D.O.B. : 03/02/1990
Nationality: Lebanese

LANGUAGES

Arabic : Native language
English&French : Good

PERSONAL SUMMARY

I have over 8 years of experience in the field of accounting and am well versed with all the latest software used in the field .

WORK EXPERIENCE

2018 – Present

PromoEats Sal – Part Of JGroup Holding
(Food&Beverages) Tallet Al Khayat – Beirut
Senior Accountant

2010 – 2018

International Piling Group – IPG Sal
(Contracting firm) Down Town – Beirut
Senior Accountant

2008 – 2010

Est. El Hajj for Petroleum
(Petroleum firm) Jieh - Lebanon
Accountant

Duties :

- Prepare financial statements, including profit and loss statement, balance sheet.
- Prepare monthly, quarterly and yearly various declarations (income tax, NSSF declarations.)
- Checking VAT quarterly and fill the declaration for companies.
- Bank, Cash & Vendor's reconciliation.
- Processed payroll, NSSF.
- Controlling fixed assets and its depreciation.
- Prepare and submit cost centre reports.
- Monitored and recorded company expenses.
- Prepare and follow up for legal documents related to the company.
- Checking insurance and rent contracts.
- Interacts with internal and external auditors in completing audits.
- Preparation of various reports for senior managers.
- Prepare daily bank deposits and posted journal entries for all cash transactions.
- Compiled financial information in support financial, tax and government audits.
- Liaises with banks and other organizations.
- Communicate routinely with Project Managers on a variety of job related topics including bonding, insurance and contract agreements.

KEY SKILLS AND COMPETENCIES

- Experience in using VisualDolphin, IDS and other similar accounting systems.
- Experience in job cost accounting and financial reporting.
- Advanced MS Excel skills.
- Computer literacy.
- Administrative Tasks.

EDUCATION AND TRAINING

- BT3 in Accounting - Saida Institute.
- General Accountant certificate.
- Formatech – Microsoft Excel Advanced Level.
- Chamber of Commerce Beirut - Certificates of training :
 - انواع التصاريح الضريبية
 - شروط استرداد الضريبة على القيمة المضافة