

PROFESSIONAL SUMMARY

Skilled accountant who can manage multiple assignments and meet tight deadlines in a fast-paced environment through the understanding of accounting and financial principles; noted for building positive rapport with co-workers, management, and clients.

Key Competencies

Tax Declarations-NSSF Declaration-Financial Statements Analysis-Invoicing-Data Entry

EDUCATION

Beirut Arab University, Beirut, Lebanon Sep.2012-June.2015
Bachelor of Business Administration, Accounting GPA: 3.69/4

Hariri High School 2, Beirut, Lebanon Sep.2000- June 2012
Baccalaureate in Economics and Sociology

EXPERIENCE

Intramuro SAL, Beirut, Lebanon Dec.2019-Present
Accountant

- Prepare VAT and Income Tax declaration.
- Prepare monthly and annual NSSF declaration.
- Ensure a smooth periodical and year-end closing within the set deadlines.
- Assist in yearly audit.
- Maintain accounting records for fixed assets.
- Perform monthly bank reconciliation.
- Prepare periodical accounts payable and accounts receivable reconciliation by generating ageing report.

Intramuro SAL, Beirut, Lebanon July 2016-Nov.2019
Accountant

- Assist finance manager with the monthly and annual NSSF declaration as well as VAT and Income Tax declaration.
- Perform monthly bank reconciliation.
- Perform and audit accounts payable and accounts receivable duties.
- File and maintain all financial documents.
- Ensure financial records are in compliance with accepted policies and procedures.

Intramuro SAL, Beirut, Lebanon July 2015-July 2016
Junior Accountant

- Produce accurate and timely financial reports.
- Perform and audit accounts payable and accounts receivable duties.
- Perform monthly bank reconciliation.
- Maintain accounting records for fixed assets.
- File and maintain all financial documents.

CERTIFICATIONS

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| • IELTS, British Council | October 2019 |
| • Types of Employment Contract, CCIA | February 2018 |
| • Advanced Payroll Taxation, Beirut Finance Club | November 2015 |
| • VAT Law and Its Application in Lebanon, Ernst & Young | September 2015 |
| • International Computer Driving License, ECDL Foundation | February 2013 |

SUMMARY SKILLS

Languages: English, Arabic

Computer skills: Microsoft Excel, Word, PowerPoint, Visual Dolphin

Soft skills: Work under pressure, objective oriented, team player

Interests: Reading and Football