

HASSAN A. FADEL



PERSONAL DETAILS:

- ▶ Date of birth : 22/10/1987
- ▶ Nationality : Lebanese
- ▶ Current location : Beirut
- ▶ Marital Status : Single
- ▶ Mobile : +96181755944
- ▶ E-mail Address : hassoun_mazyoon@hotmail.com

* Valid Lebanese car driving license.

EDUCATION/ QUALIFICATIONS:

- (2006 -2010) : Bachelors Degree in Business Administration, Finance major studied at Troy University, Sharjah Campus.
- MBA in Business administration (still Studying not completed)

LANGUAGES:-

Language	Reading	Writing	Oral
<i>Arabic(M.L)</i>	Excellent	Excellent	Excellent
<i>English</i>	Excellent	Excellent	Excellent

SPECIAL SKILLS:-

- ✓ Excellent knowledge in computer programs, MS Office, Internet.
- ✓ Great hand skills and multi tasking, Ability to work under pressure.
- ✓ Hardworking, quick learner, well adjust to changes, efficient team player, self-motivated and self confident.
- ✓ Knowledge in CRM, Oracle, Tally, Peachtree, QuickBooks, Dolphin, Silicon, Wizard, Al-Ameen and other accounting softwares.

EXPERIENCES:-

- **2005-2006:** Worked as a Part time Customer Server in (Yukon Shop) in Lebanon for 6 months.
- **2008:** Worked in Lebanese section in Global Village – Dubai (part time).
- **2009-2011:** Worked as Assistant Manager + Accountant in a restaurant of our own (Al Sahari Restaurant) in Ras Al Khaimah.
- **2012(MAY-OCTOBER):-** Working as an Accountant and Customer Service in Blink Express “Courier Company” in Dubai, Reason for Leaving the company was not paying my salary for 3 months and the company went bankruptcy.
- **October 2012-December 2013:-** Customer Service representative + Accounting in Emirates NBD Banking in Dubai.
- **May, 2014 till October 2014:-** Accountant & Procurement Officer (Mouhajer International Design) in Dubai. (Reason for Leaving: Company was new in Dubai and it wasn't able to pay my salary since its financial condition was not good).
- **November, 20 2014 till November, 20 2015:-** Training with AtoZ Accounting for accounting and Auditing co. in Lebanon (Stage). All Lebanese accounting principles such as Salary tax declaration, Payroll, CNSS and VAT.
- **December 2015 till September 2017 :** Accountant in Beirut Life Real Estate S.A.R.L in Bchemoun, Beirut , Lebanon
- **September 2017 till Present :** Senior Accountant in Fashion Nest S.A.L & Les Marques S.A.L

JOB DESCRIPTION:-

In my Job career what I experienced are as follow:-

***Accountant + Finance:-**

- Preparing Balance sheet, Income statement and Cash flow statement.
- Finishing all the accounts and doing the financial calculations for the sales and the purchases Of Goods and so do calculating the profits, the debts and the credits (invoices Finishing).
- Preparing the airwaybills and checking the received money and so that preparing the Payment receipts to pay the money for the clients of the company.
- Calculating the Profit to distribute it among the Shareholders of the business.
- Knowledge of daily Transactions and profit & Loss Statements.
- Preparing A/P and A/R and all kinds of General ledger and Account Trial balance.
- To manage files and other records in the office.
- Oversee all accounting functions including A/C payable and A/C Receivable.
- Maintain bills receivables & follow up for timely payment Receipt.
- Handling Accounts including monthly & yearly closing.
- Prepare Bank Reconciliation, Customer and supplier account reconciliation.
- Prepare monthly and annual financial statements.
- Perform transactions with local banks including transfers and other financial statements.
- Maintain confidentiality of financial information.
- Maintaining accounts records and posting all accounting entries to the Accounting system.
- Checks daily time record of employees including deductions needed.
- Preparing Payroll calculation & salaries in WPS system and monitor payroll processing.
- Posting all accounting entries such as invoices, Payments & Receivables among each project cost center including VAT calculations & all other taxes.

- Handling all accounting entries such as Sales, Expenses ,Revenues and Payments.
- Handling Stock Inventory.
- Preparing All kind of Reports such as Monthly Income and Outcome.
- Dealing with all Suppliers and Dealers.
- Business Communication with suppliers through emails.
- Daily and Monthly Sales and Expenses Reports.

-Procurement:-

- Creates and monitors purchase orders, tracks for appropriate approvals, account numbers, and receipt of goods.
- Responsible for asking quotation from the suppliers.
- Issue LPO/IPO for the approved quotation.
- Prepares Bill of Quantity.
- Preparing Sales Quotation for Clients.
- Update tally from the purchase materials.
- Receive, check and record invoices forwarded by the suppliers and pass to manager for Issuance of payment.
- Handle stock inventory.
- Maintain an organized file for all procurement records.
- Maintain confidentiality of procurement information.
- To perform other related procurement work.
- Keeping a Daily follow up with the customers to make sure they pay their payments on time.

***Assistant Manager:-**

- Managing the business and offering the best services to customers.
- Communicating with the customers on the phone and taking their orders carefully.
- Managing the customer's order and avoid falling in mistakes.
- Looking after the work as that's my responsibility, and correcting the mistakes.
- Improving myself to do the best I can.
- Being good to my employees to keep the good relationship between us and encouraging Teamwork.

***HR:-**

- Completing all the necessary transactions outside the work such as Bank transactions,
- Renewing Visa's for the employees and other kinds of transactions' processing.
- Solving the issues between the employees and being responsible for my decision.

***Customer Service:-**

- Listening to the customers' opinions and complains and taking it into consideration.
- Handling the customer in a professional way and achieving his satisfaction.

- Taking care of the customer and respecting him/her, as the customer is always right.
- Working hard to keep up the good reputation of the business.
- Helping the customer and finding out the problems and solving them as fast as I can and offering them the best quality of Services.
- Serving the customers in the best ways and helping them to track their shipments and inform them about the status of the shipments.
- Receiving the clients calls and understanding their issues and problems and doing the best to solve it.

***Banking:-**

- Controlling all the customers' accounts and financial information.
- Calculating the Bill Finance Charges which is added on the customer's statements for credit Cards, loans and accounts.
- Solving all the customers' issues, problems, complaints and disputes which they have.
- Maintaining all customer accounts such as, Debit cards, Credit Cards, Loans, Mortgages and Bonds and Stocks.
- Handling all the complaints in a professional way and insuring to solve it as soon as possible to achieve the customer satisfaction.
- Calculating the interest in a professional way and insuring work to be done on the time.

OBJECTIVES:-

- I am trying to depend on myself by finding a good job that makes me gain experience by time which helps me build my future, and be satisfied on myself.
 - I assure you that I will be trustable, and I will do my best to show you double performance, which keeps your reputation safe.
 - And also to fully utilize my education and experience to secure a challenging position in an Organization.
 - Growing up with the company and playing a very sufficient teamwork player. Supporting management and all the team and improving work environment as much as I can by my previous background and experience.
 - Accounting is a wide and Big major that needs a lot of efforts and concentrate and for me I like to develop and grow in this major to reach a higher level of success and experience to give the best that I can.
- Thanking you in anticipation.

Note: Certificates such as University or Training Certificates are

Available upon request.

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