



# Wael Hamzeh

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## CONTACT

Tallet AL Khayat  
Beirut  
Lebanon

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+96170570575

## WORK EXPERIENCE

Mohammad Shami (CPA) Auditing Office

August 2005 — October 2005

Internship

**Supervisor: Mr. Mohammad Shami**

**Contact: 03-217126**

Professionals Allied Auditors

July 2007 — June 2008

Junior Auditor (Intern)

**Supervisor: Mr. Ali Atat**

**Contact: 70 642004**

Mapico s.a.r.l

July 2008 — February 2009

Junior Accountant

**Supervisor: Samer Bayyoud**

**Contact: 70 084103**

Les Dunes Immobilières

February 2009 — August 2013

Junior Accountant/Auditor

- Data Entry
- Solve accounting and financial problems
- Registration request r3
- Commitment form from employee to employer r4
- Salaries and wages

**Supervisor: Bassem Abou Dergham**

**Contact: 03 395220**

Mandara Holding Limited (Abu Dhabi)

September 2013 — May 2015

Senior Accountant

- Facilitate and complete monthly close procedures
- Analyze revenues, commissions and expenses to ensure they are recorded appropriately on a monthly basis
- Prepare monthly account reconciliations
- Assist with analyzing financial statements on a monthly basis and report on variances
- Assist with financial and tax audits
- Assist with preparing tax returns and corporate reporting requirements
- Assist with quarterly producer commission reports; analyzing and correcting discrepancies

- Assist in documentation and monitoring of internal controls

**Supervisor : Herald D'Souza**

**Contact: +971 50 5806116**

Sami Hert & Sons

December 2017 — September 2018

Junior Accountant

- Data Entry
- Solve accounting and financial problems
- Registration request r3
- Commitment form from employee to employer r4
- Salaries and wages
- Invoicing
- Account Payables
- Account Receivables
- Stock Management

Arab Food Industries

January 2019 — Present

General Accountant

- Data Entry
- Solve accounting and financial problems
- Registration request r3
- Commitment form from employee to employer r4
- Salaries and wages
- Invoicing
- Account Payables
- Account Receivables
- Stock Management

## QUALIFICATIONS

Advanced Payroll Taxation

Advanced Corporate Tax

## EDUCATION

Bachelor of Science in Finance

2003 — 2006

American University of Science and Technology

## COMPUTER SKILLS

MS Word, Excel, PowerPoint, Peachtree, Dolphin, SAP, Visual Dolphin, EDM

## LANGUAGES

- Fluent in English
- Fluent in Arabic
- Very Good in French

## INTERESTS

## REFERENCES

References available upon request.