

Professional Experience

Senior Accountant and Financial Controller, Keyone S.A.L. Offshore – Dekwaneh

February 2019 – August 2019

- Verifying, allocating, posting and reconciling accounts payable and receivable
- Producing error-free accounting reports and present their results
- Analyzing financial information and summarizing financial status
- Overseeing general accounting operations by controlling and verifying financial transactions
- Reconciling account balances and bank statements
- Maintaining general ledger and preparing month-end close procedures
- Preparing accruals, depreciation and prepayment
- Collaborating and managing a team of accountants and senior management levels
- Dealing with the external Auditors
- Ensuring accuracy and effectiveness in all the accounting tasks
- Spot errors and suggest ways to improve efficiency and spending
- Provide technical support and advice on management accountant
- Review and recommend modifications to accounting systems and procedures
- Manage accounting assistants and general bookkeeping
- Participate in financial standards setting and in forecast process
- Provide input into department's goal setting process
- Prepare financial statements such as trial balances, balance sheet, P&L, cash flow statement, bank status report and produce budget according to schedule
- Assist with tax audits and tax returns and NSSF
- Direct internal and external audits to ensure compliance
- Plan, assign and review staff's work
- Support month-end and year-end close process
- Develop and document business processes and accounting policies to maintain and strengthen
- Detail oriented and strong time management skills

Accounting Specialist, Mindset Holding – Badaro

August 2017 – January 2019

- Prepared asset, liability, and capital account entries by compiling and analyzing account information
- Documented financial transactions by entering account information and recommended actions
- Summarized current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports
- Substantiated financial transactions by auditing documents
- Maintained accounting controls by preparing and recommending policies and procedures
- Guided accounting clerical staff by coordinating activities and answering questions
- Reconciled financial discrepancies by collecting and analyzing account information
- Secured financial information by completing data base backups
- Maintained financial security by following internal controls
- Prepared payments by verifying documentation, and requesting disbursements
- Answered accounting procedure questions by researching and interpreting accounting policy and regulations
- Prepared special financial reports by collecting, analyzing, and summarizing account information and trends
- Maintained customer confidence and protects operations by keeping financial information confidential
- Prepared VAT and TAX declarations each quarter conforming to the Lebanese law
- Accomplished the result by performing the duty
- Contributed to team effort by accomplishing related results as needed

Accountant, Big Star International Clothing S.A.R.L. – New Jdeideh

November 2014 – July 2017

- Prepared payments vouchers to local & foreign suppliers
- Prepared monthly banks reconciliation
- Generated reports requested by the chief accountant
- Experienced in maintaining Inter-company accounts and reconciled it on periodical basis
- Made monthly reconciliations between supplier and company SOA's
- Organized a monthly payment plan to make sure all supplier payments are executed
- Entered journal voucher entries and make sure invoices are booked to proceed with payments
- Received cash, cash deposit, credit cards, check bank statements & collected retail invoices
- Checked purchases invoices and close the purchase
- Maintained Petty Cash registers and keep record of all supporting
- Updated all transactions on daily basis in the accounting system
- Updated shop sales on the system after comparing with daily cash reports sent by shops

Certificate: Visual Dolphin, Feb. 2015**Accounts Receivable Officer, Medicals International S.A.R.L. – Mansourieh**

November 2013 – June 2014

- Responsible for obligations and monthly reconciliation of SOA
- Prepared proforma letters, daily collection reports, list of aging and overdue accounts
- Accountable for daily collection reports and cash deposits
- Entered receipts on the system
- Prepared receipts after receiving cash from direct clients
- Collaborated with sales team, delivery team and Aramex
- Cash and call-follow-up with clients for collection

Formal Education

M1 in Accounting and Auditing Conservatoire National des Arts et des Métiers Liban – Zokak El Blat – LB 2016-2018

Bachelor's degree in business administration Sagesse University – Faculty of Finance – Furn El Chebbak – LB 2010-2013

Lebanese Baccalaureate in Sociology & Economics Antonin Sisters School Mar Doumith – Roumieh – LB 2008-2010

Technological Expertise

Microsoft Office Word, Microsoft Office Excel spreadsheets, Microsoft Office Access databases, Omega, Visual Dolphin, SAP Business ByDesign.
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Languages

Arabic – Native	English – Fluent	French - Fluent
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Trainings

Training in SAP Business ByDesign Software, CitussTV Shopping – Dubai, Studio City

February 2019 – May 2019

- Accounting/Finance training and presentation and introduction on SAP Business ByDesign.
- Learning and working on the below fields: Customer invoicing, supplier invoicing, supplier base, third-party logistics, payables, receivables, tax management, payment management, liquidity management, general ledger & reporting, fixed assets, cost and revenue, travel & expenses, reporting runs (results), generating financial reporting and filtering.
- Working on both Lebanese Chart of account and IFRS (generating dual reports in 7000 and 8000).
- Mapping accounts for Lebanese declaration and closing month with CitrusTV Shopping- Dubai.

Trainee in the retail sales department, BLC Bank – Adlieh

June 2013 – October 2013

- Data entry for client's information on system to proceed with the study of the files
- Loan marketing (housing loan, car loan, student loan, credit cards)
- Convinced clients to buy some products

Interests

Reading – Dancing – Jogging
