

Anthony Najem

Address: Lebanon, Beirut, Naccache
Mobile: +961 71 58 2222
Email address:anthony-najem@hotmail.com

Education:

- BA in Accounting, Notre Dame University(Zouk Mosbeh, Lebanon) Jan 2014-Jul 2017

Certifications:

- Cost and Economics in Pricing strategy, University of Virginia, Dec 2017
- Data Driven-Decision Making, PWC, Certification, Oct 2017
- Problem Solving with Excel, PWC, Certification, Nov 2017
- Sales & Communication Work shop at Allianz Sna (Hazmieh, Lebanon) Jul 2016
- Google Ads Work shop at Google Adwords at Le Mall (Dbaye, Lebanon) Aug 2015

Work Experience:

- Managing Partner at La Folie Entertainment, Dec 2017
- Auditor, BDO Lebanon, Jan 2018 till Present
 - Drafting audit reports for review by the lead auditor and senior managers.
 - Identifying any gaps in controls and making practical recommendations.
 - Planning and conducting operational and financial audits to assure financial statements are fairly presented in accordance with IFRS.
 - Designing and implementing responses to material misstatements , testing appropriateness of journal entries, reviewing accounting estimate of bias, and analyzing significant unusual transactions.
- Junior accountant, Rim Water, Antelias, Lebanon-Oct 2017-Dec2017
Responsible of Accounts Payable, Bank reconciliation, Expenses and Revenues, Suppliers.
 - Internship, Accountant, Mercedes-Benz T.Garour & Sons
Working on Accounts Payable, Accounts Receivable, reconciliation for banks, suppliers
 - Wedding Coordinator, Aaras Wedding Planner; Jdayde, Lebanon-Sep 2016 –Jun 2017

Skills:

- Microsoft Office (excel, word, and power point)
- SAGE (Accounting Information System)
- Microsoft Management
- Dolphin(Accounting Information System)