

# Stephanie Farid Hage

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## PROFESSIONAL SUMMARY

- 18 years of extensive experience in accounting and finance reporting
- Strong analytical skills with a keen eye for detail and accuracy
- Proficient in using accounting software such as Dolphin, Softminds, FoxPro & Wizard
- Looking for an opportunity to work in a dynamic environment that values innovation, teamwork, and continuous improvement.

## EXPERIENCE

### Socodile Holding SAL

Chief Accountant

April 2024 / Present

- Prepare and review accurate financial statements
- Reviews and rechecks of all accounting entries and processes to ensure correctness
- Ensure compliance with all relevant tax laws, regulations, and reporting requirements.
- Coordinate and manage with the external audit, addressing any issues and implementing corrective actions
- Lead, mentor and develop the accounting team, fostering a culture of continuous improvement and professional development.

### Freelance Projects

- Monthly & Quarterly preparing balance sheets, income statements, cash flow statements for small businesses
- Preparing tax reports such as VAT, Tax on Salary, and Lumpsum taxes on profit

### Fair Trade Lebanon

Senior Accountant

December 2020 / September 2022

- VAT, Payroll Reports & Declaration
- Day to day Accounting Operations
- P&L and Balance Sheet Report
- Fiscal Declaration
- Depreciation & Amortization Report
- Assist with audits & prepare all documents requested
- Monthly report to donors
- Following-up with Payable & receivable accounts on monthly basis
- Monthly Bank Reconciliation
- Stock Control

**References are available upon request**

**Al Amir Holding SAL**

Senior Accountant

October 2019 / November 2020

- Responsible for the daily and monthly operational report for 7 companies, invoicing, filing and updating the data entry.
- Bank reconciliations
- VAT, Payroll, NSSF Reports
- Suppliers and Client reconciliations
- Dealing with the Internal Auditor
- Preparing Transfer request for payments
- Handling Petty Cash, and follow-up the internal cash procedure by having daily cash count

**LABsquare Company s.a.l**

Senior Accountant

July 2014 / June 2019

- Responsible for the daily and monthly operational report, invoicing, filing and updating the data entry.
- Bank reconciliations
- Analyze Real Cost vs Forecast
- VAT, Payroll, NSSF Reports
- Suppliers and Client reconciliations
- Budgeting
- Dealing with External Auditor

**Bechara Ghanem & Partners. Architects - Monteverdi,**

Accountant

January 2008 / June 2014

- Invoicing
- Prepare invoices, checks, salaries, statements
- Compare updated cost with the estimation
- Interacted with the contractors & employees
- Bank reconciliations
- VAT, Payroll, NSSF Reports

**Bechara Ghanem & Partners. Architects – Monteverdi**

Junior Accountant &amp; Administrative Assistant

February 2005 / December 2007

- Taking appointment, filing etc...
- Data Entry
- Divide the working hours for each projects
- Prepare contract for contractor

**EDUCATION****T.S degree in expert accounting**

Institut Saint-Cœur (Beirut, Lebanon)

**2005 / 2006****IFRS Certificate**

CMA – Attendance Certification

**2015 / 2016****2016 / 2017****References are available upon request**

**IT SKILLS:**

- Word, Excel, Outlook, and Internet.
- Accounting program: Dolphin, Softminds, FoxPro & Wizard

**LANGUAGES:**

- Arabic, English & French