

Wissam Bou Hamdan

Nationality: Lebanese
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Marital Status: Single



Objective

A creative, passionate, forward thinking accountant with 5 years+ in accounting field.

Proven work experience possessing expertise in ledger processes, reconciliations and streamlining reports.

A result oriented and dedicated person with comprehensive knowledge of creating financial reports and supported all areas of responsibility.

Hard worker under pressure, either independently or as part of a team.

Excellent presentation, client interaction, and negotiation skills.

Trilingual: English, Arabic, and French (Spoken and Written).

Currently seeking a continuing progress in same in a competitive environment where I may assist the organization to fulfill its objectives as well as develop my competencies and aptitudes.

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Experience

2019- Present: Freelance accountant.

- Manage all accounting work for small local businesses.
- Make all accounting plans and strategies
- Monitor salaries, expenses, inventory, and daily cash closing reports.
- Prepare the POS system
- Providing general financial advice to the owners, Shareholders and

Managers

2018-2019: Irsal Telecom – www.irsaltelecom.com

❖ Accountant

- Managing cash flow and bank balances
- Prepares special financial reports by collecting, analyzing, and summarizing Information
- Follow up on all pending accounts
- Contributes to team effort by accomplishing related results as needed
- administering payrolls and controlling income and expenditure
- dealing with insolvency cases
- auditing financial information
- providing tax planning services with reference to current legislation
- Prepare salaries
- Prepare CNSS templates
- Reviews, investigates, and corrects errors and inconsistencies

2016-2018: Globe Med Lebanon – www.globemedlebanon.com

❖ Junior Accountant (from May-2018 to August-2018)

❖ Claims Adjuster (from August 2016 to April-2018)

- Prepare and present monthly management accounts
- Managing cash flow and bank balances, carrying out bank reconciliations
- Documents financial transactions by entering account information
- Contributes to team effort by accomplishing related results as needed
- Secures financial information by completing data base backups
- Provide further financial support direct with clients, providers, risk carriers
- Audit, detect and report cases of Fraud and abuse

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2014-2016: Ossmat Mallah's office – local accounting office

❖ Junior Accountant

- Standard journal entries
- Corrects errors by posting adjusting journal entries
- Compiles and analyzes financial information to prepare entries to book of accounts, such as general ledger accounts, documenting business transactions
- Analyze daily banking transactions ,and payroll reconciliation
- Prepare monthly sales reports into excel spread sheet for analysis

Education

- **2011 - 2015 American University of Culture and Education (AUCE)–Baakline**
BA: Business Accounting Management
- **2008 - 2010 Moukhtara Secondary high school –Lebanese Baccalaureate**

General Sciences

Interests

- Active member of the L.H.E.E (Lebanese House establishment for the Environment), the green community (تجمع البيئيين) a Lebanese NGO that aims to obtain a healthy green environment, and Rotaract club of Shouf that affect on many social issues.
- Reading, Camping and outdoor sports

Related Courses and trainings

❖ Move Forward International: Selected IFRS standards, Consolidated financial statement, Financial statement analysis, Budgeting training courses by MFI institute

Sin El Fil, Beirut

❖ Internship: Naji Fatayri - accounting office

Baakline, Shouf

- ❖ Trained and supervised 1 new employee, ensuring maintaining fastidious attention to detail
- ❖ Other trainings subjects achieved with several NGO's and other institutions:
Global education, international learning, human rights education, project management, fundraising, Green business ethics, Lebanese citizenship, participation, communication, motivation, positive thinking, proactive attitude, Marketing management...

References and additional documents are available upon request