

SAMER GHANEM

CHIEF ACCOUNTANT

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My objective is to provide accounting and financial services as part of a growing organization with my ability to multi-task and manage problems as they occur to control business disruption.

EXPERIENCE

DATES FROM MARCH 2013 – SEPTEMBER 2018

CHIEF ACCOUNTANT, WUNDERMAN SARL

Responsibilities

- Setup accounting policies and training users on applying the required accounting controls
- Setup control over the collections, payments and bank operations
- Prepare Tax declarations (VAT, Income tax on salaries, company income tax return)
- Setup control on bank reconciliation
- Prepare payroll schedule and compute NSSF contributions
- Setup control over the asset, liability, and capital account entries by compiling and analyzing account information
- Summarize current financial status by collecting information; preparing financial statements
- Reconcile financial discrepancies by collecting and analyzing account information
- Secure financial information by completing data base backups
- Maintain financial security by following internal and international accounting controls in addition to the SOX controls for accounting and procedures
- Provide full and accurate forecasting and budgeting in consultation with the concerned departments heads and CEO
- Prepare monthly P&L flash reports compared with the same month budget, the last month actual, and the yearly budget
- Prepare and follow up yearly budget based on the information collected from the operation departments for the following year
- Setup control on monthly intercompany statements report
- Prepare monthly salary changes report (Monetary and non-monetary)
- Prepare customized reports (Client profitability, corporate responsibility etc...)

DATES FROM MARCH 2012 – TO MARCH 2013

SENIOR ACCOUNTANT, GET MEDICAL LAB

Responsibilities

- Collect settlements and prepare corresponding payments
- Prepare P&L and Tax declarations (VAT, Income tax on salaries, company income tax return, NSSF)
- Prepare bank reconciliation and payroll
- Prepare asset, liability, and capital account entries by compiling and analyzing account information
- Summarize current financial status by collecting information; preparing balance sheet, profit and loss statement
- Secure financial information by completing data base backups

DATES FROM APRIL 2010 – TO JANUARY 2012

ACCOUNTANT, CHEDID RE

Responsibilities

- Conduct all General accounting tasks review
- Recommend financial actions by analyzing accounting options
- Substantiate financial transactions by auditing documents
- Prepare special financial reports by collecting, analyzing, and summarizing account information and trends
- Prepare Balance Sheet and P&L
- Prepare Income Tax, VAT, and NSSF schedules
- Perform Bank Reconciliations

DATES FROM AUGUST 2006 – TO AUGUST 2008

ACCOUNTANT, ABOUNASR & ASSOCIATES

Responsibilities

- Perform accounting bookkeeping
- Process Journal Vouchers
- Prepare Payroll for company clients

SKILLS AND STRENGTHS

Skills

- Excellent written and verbal communication skills.
- Confident, articulate, and professional speaking abilities (and experience)
- Empathic listener and persuasive speaker.
- Speaking in public, to groups, or via electronic media.
- Excellent presentation and negotiation skills.
- Efficient communication in writing and in person.
- Effective work output delivery within deadlines.

Strengths

- **Organization:** I organize my tasks to keep track of my responsibilities.
- **Adaptability:** I am highly dynamic at embracing changes to organization.
- **Openness:** I adhere to the strictest ethical standards and maintain transparency always.
- **Microsoft Office Suit:** expert in using Excel, Word, and PowerPoint.
- **Presentational skills:** preparing summarized management report and presenting to management.
- **Leadership:** I uphold strategic thinking and long-term planning.
- **Regulatory reporting:** preparing and compiling all accounting and finance related reports.
- **Tax declarations:** prepare regulatory reports for submission.
- **Payroll schedules:** prepare NSSF and payroll report.

EDUCATION

- 2017, **CERTIFIED MANAGEMENT ACCOUNTANT (CMA)**, MFI
- 2005, **TECHNIQUE SUPERIOR IN ACCOUNTING AND AUDIT**, SAGESSE ACHRAFIEH

ACTIVITIES

Beside my communication skills, I am motivated to what I do and I make sure that my team feels the same way, I identify the skills of my team and delegate the proper workflow, I keep the positive atmosphere especially under pressure so the team keeps the same level of productivity, I work on feedbacks to the team to improve their abilities and delegate different tasks and I still feel comfortable.