



# Hanan Bazzi C.V.

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**Education** : Bachelor Degree in Accounting and Business Administration

**Institute** : Beirut Arab University

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## Experience:

### Saleh Deco for Lighting Position:

#### Senior Accountant Main Duties:

- Perform financial calculations such as amounts due, interest charges, balances, discounts, equity, and principal.
- Monthly financial reports for management.
- Handle all payroll information, including using R5, R6, R10, Etc...
- General Ledger maintenance.
- Job Costing.
- Maintain inventory records
- Compile budget data and documents, based on estimated revenues and expenses and previous budgets.
- Calculate costs of material

- Overhead and other expenses, based on estimates, quotations and price lists.
- Verify, allocate, post and reconcile accounts payable and receivable
- Produce error-free accounting reports and present their results
- Prepare financial statements
- Assist with tax audits and tax returns - Experience in Lebanese taxation system is a must plus the Calculation and Statements of NSSF •Depth understanding of the Lebanese taxation systems (TVA etc )
- Familiarity with financial accounting statements
- Hands-on experience with accounting software.
- Accuracy and attention to detail
- Aptitude for numbers and quantitative skills
- Preparing Quarterly and Yearly Balance Sheets

## **2- Al Salman For Trading s.a.l.**

### **Position: Senior Accountant plus HR**

#### **manager    Main Duties:**

- Perform tasks related to data entry (assets, partners, payments, banks, cash, expenses, sales, sales agreements, purchase invoices, etc...) • Check data entries for accuracy
- Complete checking on checks updates and accuracy
- Filing and documentation
- Review checks received for correctness

- **Generate sales, collection and purchase adjustments**
- **Update currency rates**
- **Handling Receivables and Payables**
- **Check and control petty cash**
- **Check, and generate invoices**
- **Collect cash/check from cashier, complete collection/receivables transaction and check for accuracy**
- **Prepare payments against creditors, contracts, debtors' contribution**

#### **Data Entry and Verification**

- . **Enhances productivity and reduces liability through improved communications and driving HR practices including, but are not limited to . Company handbook, job descriptions, performance appraisal system**
- . **Regulations affecting HR functions and helps ensure current policies, procedures, and associated actions are in compliance**
- . **Provides guidance and service for employees, focusing on liability management, employee counseling, policy interpretation and onboarding administration**
- . **Proactively work with leadership in all areas of talent management including organization structure, recruiting, on-boarding, and career development**

**. Identify opportunities and recommend management strategies to increase performance, increase employee engagement, strengthen the corporate culture, and positively impact both HR and the business**

- **Implement HR initiatives to improve organizational effectiveness, including performance management, compensation administration and culture development**
- **Recruiting, interviewing, selecting, hiring, and promoting employees in an organization:**
- **Assure compliance with all applicable laws and corporate policies/guidelines • General knowledge of employment laws and practices**

### **3- Akaria for Construction and**

**Contracting    Position: Junior**

**Accountant    Main Duties:**

- **Compare computer printouts to manually maintained journals in order to determine if they match.**
- **Verifying the accuracy of invoices and other accounting documents or records.**
- **Reconcile monthly cash and bank statements.**
- **Perform other general office duties as needed.**
- **Assist in all areas of operation as requested by management.**
- **Reconciles records with internal company employees and management, or external vendors or customers.**
- **Recommends actions to resolve discrepancies. Investigates questionable data.**

- **Reconcile or note and report discrepancies found in records.**

**Notes:**

- Hard worker under all circumstances
- Languages:
  1. Arabic ( Mother Language)
  - 2-Very good level of English
  - 3-Excellent and Quick Data Entry . Knowledge of Microsoft (Excel + Word) Programs
  - 4.IT Skills :Professional in PARADOX,DOLPHIN AND NAISSION ERP.