

IMAD EL CHAMAA

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PERSONAL STATEMENT

Driven and hardworking professional with a strong background in accounting. Looking for an organization which is dynamic and innovative and will utilize experience and develop expertise.

To associate with an organization which progresses dynamically and gives me a chance to update my knowledge and enhance my skills, in the state of art technologies and be a part of the team that excels in work to words, the growth of organization and my satisfaction thereof.

EMPLOYMENT HISTORY

Dates: **March 2019 – PRESENT**

Company: Gezairi Transport SAL (Shipping), Port of Beirut area, Boulos Fayad bldg., Beirut- Lebanon

Position: **Senior Financial Analyst**

Responsibilities:

- Ensure policies and procedures are in compliance with professional standards and regulatory requirements.
- Report timely and comprehensive financial statements such as: Income statement, Balance sheet, Cash Flow statement
- Monthly reports required for Gezairi Iraq and Gezairi Bridge (agent of MAERSK in Basra – Iraq) includes:
 1. Job Analysis
 2. Budget
 3. Profit & Loss
 4. Financial Ratios
 5. Analyze and report variances versus budget
 6. Sales / Cost of Sales Statistics
- Yearly Reports: Budget Preparation & Assist the group financial manager and head of departments to finalize the yearly budget.
- Review bank reconciliations.
- Finalize reconciliations with liners on a monthly basis and other accounting tasks.
- Provide group financial manager with a weekly summary about A/R, deposits and others.
- Provide financial analysis as needed, in particular jobs profit, efficiency, cost and overheads.
- Manage all accounting and reporting transactions related to Feeders Shipping Agency.

Dates: **October 2016 – March 2019**

Company: Gezairi Transport SAL (Shipping), Port of Beirut area, boulos Fayad bldg., Beirut- Lebanon

Position: **Financial analyst**

Responsibilities:

- Report timely and comprehensive financial statements such as: Income statement & Balance sheet
- Monthly reports required all the companies in Lebanon:
 - Budget
 - Profit & Loss
 - Financial Ratios
 - Analyze and report variances versus budget
 - Sales / Cost of Sales Statistics
- Yearly Reports: Budget Preparation & Assist the group financial manager and head of departments to finalize the yearly budget.
- Provide group financial manager with a weekly summary about A/R, A/P
- Calculating commissions for sales, customer service, & collection departments.

Dates: **February 2013 – October 2016**

Company: Gezairi Transport SAL (Shipping), Port of Beirut area, Boulos Fayad bldg., Beirut- Lebanon

Position: **Accountant**

Responsibilities:

- Prepare financial records
- Make sure that records are accurate and that taxes are paid properly and on time
- Perform overviews of the financial operations of a business
- Prepare profit and loss statements
- Reconciliations

Training and Internship

- August 2012: Training in the United Nations, industrial development organization (UNIDO) Beirut CRM
- March – June 2012: Bureau Elie Rizkallah ; Accounting & audit office - Achrafieh, Lebanon
- August 2009: Training at central bank of Lebanon-Beirut.
- July 2009: Training at FRANSABANK SAL, Saida branch, Lebanon.

EDUCATION

- Master's degree in "Audit, Accounting and Control" from Université Saint-Joseph (USJ) Beirut – Lebanon 2012
- Bachelor degree in business Administration (USJ) Beirut- Lebanon 2010
- Science générale SG (baccalauréat libanais), Collège Universelle – Chéhim El Chouf- Lebanon 2007

Languages & Computer Skills

- English, French and Arabic: Fluently read, written and spoken
- Microsoft Office (Word, Excel, PowerPoint)
- Software: ERP, SAP Business One.