

## **Dalia C. Ibrahim**

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Birth Date: Jan 15, 1987  
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**Objective:** Seek a long-term career with a professional company, and acquire an interesting and challenging position that will help me grow professionally and personally.

### **DIPLOMAS:**

University : Centre International Technique (CIT).  
Major : Expertise Comptable (AUDIT).  
University Degree : TS 3 (Year 2008)

### **PROFESSIONAL EXPERIENCE:**

#### **FEB 2015 - PRESENT**

Company : **PHARMA GROUP HOLDING** (Group of 5 Companies)

Job Title : Senior Financial Accountant (Medicapharm SAL)

+ Cost Controller on all Companies.

- Ensure accurate & appropriate accounting transactions & records.
- Maintain Account payables & receivables.
- Reconciliation of suppliers and bank accounts.
- Preparation and submission of VAT, Tax On Salaries and NSSF reports.
- Manage and ensure accuracy of revenue, receivable.
- Prepare monthly/quarterly financial statements, general ledger, and balance sheet reconciliations.
- Cash flow forecasting.
- Preparing Budgets.
- Costing and management of the inventory.
- Year-end closing & prepare required schedules for external auditors.

#### **Cost controller on Purchases:**

- Validate & check freight and duties charges
- Check suppliers conditions if applied correctly. (Free Goods, Discounts..)
- Update cost sheet by item
- *Handle Suppliers Agreements and Commercial Conditions.*

#### **JULY 2011 - OCT 2014 (3 Years)**

Company : **BASIL SODA COUTURE LTD**

Job Title : Accountant

+ Logistics Coordinator - Procurement - Customer Fulfillment.

- VAT declaration
- Tax on Salary declaration
- NSSF
- Responsible for the payroll preparation, validation, execution, and related reports.
- Accountable for the preparation of all reports required by the governmental authorities (NSSF, Finance and MOL).
- Journal transactions Invoicing, Payables
- Banks & Suppliers reconciliation
- Logistics: Shipping in & out Lebanon

AUGUST 2009 - JUNE 2011 (2 Years)

Company : **ASMAR MEDICAL**

Job Title : Accountant (Journal transactions, Invoicing, Cashier)

JUNE 2008 - JULY 2009

Company : **Transmog Inc SAL - (Cyberia).**

Job Title : Reseller (Invoicing) + Front Desk (Cashier, Operator).

OCTOBER 2006 - JULY 2007

Company : Engineering Office - Mr.Nazih Kfoury.

Job Title : Secretary (Data Entry - Operator).

Work Experience - 2008:

Accounting, **3 months** in Mr. Antoine Hatem's Auditing Office.

**LANGUAGES:**

Arabic : Read - Written - Spoken.

French : Read - Written - Spoken (Fluently).

English : Read - Written - Spoken (Fluently).

**COMPUTER SKILLS:**

Microsoft Office : Outlook - Word - Excel - PowerPoint

Accounting Software: SAP Business One - Macc - Visual Dolphin - Accpac

**PROFESSIONAL SKILLS:**

- Strong communication & organization skills
- Attention to details
- Proven ability to deal effectively with confrontation and conflict
- Likeable personality that allows me to work well with supervisors and colleagues.