

# Hassan Majed



## Contact

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## Languages

**Arabic** – Mother Tongue  
**English** – Fluent  
**French** – Fluent  
**German** – Beginner

## Skill Highlights

- Planning and Decision-Making
- Data Analysis
- Cost Analysis
- Internal Controls
- Technical & Business Expertise
- Team player
- Problem Solving & Decision-Making
- Analytical Thinking
- Time Management

## Professional Summary

Accomplished and dedicated Accounting professional with over **9 years of hands-on experience** and strong understanding of all accounting aspects. Having voracious energy and broad knowledge in **cost accounting and general accounting principles**. Possess excellent time management skills and profound ability to work well under pressure and in stressful situations while meeting strict deadlines. In addition, I have effectively developed **strong analytical and critical thinking skills** allowing me to **successfully lead and manage accounting operations**.

## Experience

### Accounting Officer – Accounting & Financial Control Department - 2013 to Date MEAB SAL (Middle East & Africa Bank), Lebanon

- Analyzing all financial activities, ensuring compliance with accounting and legal requirements, and preparing budgets.
- Prepare and submit Financial reports to senior management including Profit & Loss, Daily Liquidity, Loans and Deposits position, and trial balance.
- Apply corrective measures to avoid minor accounting inconsistencies.
- Create and submit Central Bank Reports.
- Review and Control Tax Schedules Paid to the Ministry of Finance.
- Prepare and record asset, liability, revenue, and expenses entries.
- Monitor banking reconciliations on daily basis.
- Evaluate internal management systems, procedures, and risks.
- Reconcile complex statements in a short period of time.
- Monitor foreign currencies differences on daily basis.
- Successfully developed financial controls.
- Control and prepare payments to suppliers using the ERP Program.
- Review and Follow up on Internal auditors and external auditors' reports.

### Accountant - 07/2011 to 07/2012 MT Group Company, Lebanon

- Oversaw all accounting operations based on accounting principles & analysed statements to ensure accuracy .
- Handled JV, General Ledger, Payables , Receivables, bank reconciliations, and taxes.
- Supported the accounting team in reviewing of expenses, payroll records and other duties as assigned.
- Arranged payments by verifying documentation and requesting disbursements.

## Education

**Sagesse University**  
**MBA in Accounting and Auditing** **2020**

**Lebanese University**  
**Bachelor of Science in Business Administration (Minor: Accounting & Auditing)** **2011**

## Certifications

- Certificate in Banking Ethics - École Supérieur des Affaires (ESA), 2018.
- Courses in Risk in Financial Services - École Supérieur des Affaires (ESA), 2017.
- Seminar : Trade and Finance Tools and Accountancy-Banking Financial Institute, 2015.
- Courses in Diploma in International Financial Reporting - Morgan International, 2015.
- Certificate in Lebanese Regulations-École Supérieur des Affaires (ESA), 2014.