



# Hoda Al Hawari

Accountant and CMA candidate

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## Education

BA in Accounting & Auditing Oct 2017 - Nov 2020

Lebanese University, Beirut

Senior Year Project:

Cloud Accounting: Awareness & Adoption Among Lebanese Accounting Practitioners

Scored 17.5/20 (Very Good) on my thesis paper of my research study where I studied the level of awareness of cloud accounting among accounting professionals & practitioners.

## Employment

Accountant Aug 2021 - Present

Ostaz by Inspired, Beirut

- Managing the day to day & monthly accounting transactions
- Reconciling all accounts
- Act as a collection officer specialist such as, contacting clients for outstanding payments, collect payment on overdue bills by informing customers of their debt and their various options for repayment
- Follow up and monitor all troubleshooting payments issues with our customers (Card holders name form, mode of payment, etc.)
- Handle the petty cash of the company; as well as, issuing receipts and payment vouchers properly
- Prepare, organize and fix banks, suppliers and sales reconciliation according to stated schedules so the company remains aware of its financial position on an ongoing basis.
- Preparing and maintaining important financial reports
- Handle monthly, quarterly and annual closings
- Compute taxes, VAT, and NSSF. Prepare tax returns and ensures that all are paid properly and on time
- Record intercompany transactions to stated procedures so that all transactions are recorded in a timely and accurate manner
- Comply with financial policies and regulations
- Prepare employee paychecks, Calculate net salaries considering deductions and withholdings.
- Ensure payroll and tax documents are accurate.
- Ensuring the accuracy of financial documents, as well as their compliance with relevant laws and regulations

## Personal details

Name

Hoda Al Hawari

Email address

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Phone number

+96171748749

Address

Beirut, Lebanon

Motivated, highly dedicated, and competent graduate with a B.S. in Accounting. Currently working as an accountant specialist to leverage my technical accounting and financial skills for the benefit of my employer company.

## Skills

Wizard

Microsoft Dynamics GP

Dolphin

Microsoft Office

Spreadsheets

Junior Accountant – FA & GL

Mar 2021 – Aug 2021

Tahseen Khayat Group, Beirut

- Verifies, allocates, and journalize petty cash
- Insert entries to accounts such as general ledger accounts, and document business transactions.
- Reconciles accounts payable and accounts receivable.
- Assist with tax audits, VAT, income tax, and tax for offshore companies.
- Maintain monthly accrual report schedules.
- Resolve valid or authorized deductions by adjusting entries.
- Reconcile records of bank transactions.
- Coordinated and managed fixed asset accounts and run end of year depreciation.
- Verifies, allocates, and journalizes stock modification as requested.
- Responsible for annual stock audit control
- Reconciliation between suppliers and customers for sister companies.

## Internships

Audit Intern

Nov 2020 – Jan 2021

MGI KICA International, Beirut

- Completed detailed audit steps as assigned as part of organizational and functional audit reviews.
- Prepared work papers documenting results of the tests, and with assistance, writes formal audit comments.
- Developed knowledge of and ability to apply appropriate auditing techniques and accounting principle.

Accountant Intern

Sep 2019 – Dec 2019

Moore (Lebanon), Beirut

- Recorded daily journal entries for several companies
- Assisted with VAT & return tax declarations.
- Performed bank & supplier reconciliation.
- Organized, maintained, and monitored financial documents and accounts.

## Participations & Memberships

South Region Coordinator

Jan 2018 – Dec 2018

Youth Exchange & Study Alumni Lebanese Association, Beirut

Participant in CEW

American Councils, Washington D.C.

Received a fully funded scholarship to participate in the Civic Education Workshop for a full week

Teamwork

Attention to Detail

Prioritizing

Critical Thinking

Effective Communication

## Languages

Arabic

English

## Certificates

Accounting & Taxation Practices

For successfully completing the Accounting & Taxation Test & Course by Moustasharoun Bureau

Excel Skills for Business: Essentials

For successfully completing the Excel Skills for Business: Essentials online course from Macquarie University on Coursera

Foundations of Project Management

For successfully completing the Foundations of Project Management course from Google on Coursera

Youth Exchange & Study Program

U.S. Department of State funded exchange program