

# Marc Karam

Senior Accountant with an MBA focused on auditing and a 5 years of experience in accounting, financial reporting and taxation, seeking to enhance my level of knowledge and experience in the business domain.

✉ marckaram25@gmail.com  
📍 Beit el Chaar - Awkar  
📅 Date of birth 04/11/1996  
🇱🇧 Lebanese  
☎ 71631307

## Languages

Arabic

English

French

## Skills

Problem solving

Organization and prioritization

Strong communication

Team player

Time management

Microsoft office

Internet research

Wizard Solutions / IDS

## Extra Curriculum

**Social work** 1)Prepared a social experiment with the collaboration of Crepaway: experience a diner free of cell phones in order to encourage human communication.

2) First aid training with the Red Cross

3) Social work with Sesobel and Al Younbouh

## Education

From 2018 to 2020

**Master's Degree in Business Administration**  
[Holy Spirit University of Kaslik](#) Lebanon

From 2015 to 2017

**Bachelor's Degree in Business Administration**  
[Holy Spirit University of Kaslik](#) Lebanon

From 2013 to 2014

**Baccalaureate degree in Economics and Sociology**  
[College Mariste Champville](#) Lebanon

## Work experience

Since September 2016 till now

**Senior Accountant**  
[Sfeir and Associates P.C.C.](#) Lebanon

- 1) Perform data entry for more than one entity.
- 2) Prepare financial reports: Balance sheet, P&L, Cash flow on a quarterly basis.
- 3) Perform bank Reconciliations on a monthly basis.
- 4) Verify and reconcile suppliers and clients balances.
- 5) Prepare tax on salaries and VAT declarations on quarterly basis.
- 6) Prepare the financial declaration of the MOF.
- 7) Prepare audit reports annually.
- 8) Develop and implement internal controls and procedures
- 9) File documents accordingly.
- 10) Monitor and control inventory count for an international company.
- 11) Perform audit procedures on the financials of companies.

From July 2016 to August 2016

**Accountant Intern**  
[Sfeir & Associates P.C.C.](#) Lebanon

- 1) Perform data entry.
- 2) Prepare audit reports.
- 3) File documents accordingly.

June 2015

**Salesman Intern**  
[Azadea - Zara](#) Lebanon

- 1) Provide costumers any assistance needed.
- 2) Keep the store organized.
- 3) Verify the in and out from the stock.

From June 2013 to January 2014

**Salesman**  
[CineMall](#) Lebanon

- 1) Handle cash sales.
- 2) Prepare a daily cash report.
- 3) Prepare a daily inventory count sheet.
- 4) Make sales referrals
- 5) Make Cross-sell products.