

Curriculum Vitae



▪ Personal Details

Name: Wajih AL NACHAR
Address: Al kharoube street, Zouk Mikael, LEBANON
Nationality: Lebanese
Date of birth: 11/07/1989
Mobile: 71-112 107
E-mail: nacharwajih@gmail.com

▪ Education

2015-01- 2015-05-	Attended the courses & lectures of CPA at Morgan International Beirut but didn't sit for the exams.
2010-10- 2011-07-	Lebanese University / Ashrafieh, Beirut, LEBANON Faculty of economical science and business administration – Second Branch Undergraduate M1 in business: Accounting and Audit
2007-10- 2010-07-	Lebanese University / Ashrafieh, Beirut, LEBANON Faculty of economical science and business administration – Second Branch B.A in business: Accounting and Audit
2006-09- 2007-05-	Ecole Des Filles De La Charité / Zouk Mikael, LEBANON Lebanese Baccalaureate – Economy Sociology

▪ Experience

2011-01- Present	Senior Accountant Arab Open University / Tayouneh, Beirut, LEBANON <ul style="list-style-type: none">• all entries and transactions related to the stock of books• all entries and transactions related to the fixed assets inventory and count• quarterly VAT reconciliation and declaration• financial statements• yearly and monthly cash flow• general ledger accounts and journal vouchers transactions• data entry and settlement of invoices• verify, allocate, post and reconcile accounts payable and receivable• monthly, quarterly and yearly budget reconciliation• preparation of yearly budget• yearly and monthly closing entries, accruals and provisions• audit on monthly basis all entries and transactions
---------------------	---

- internal audit of the finance department and related departments to improve accountability, ethical and professional practices, improves quality of output and supports decision making and performance tracking
- assisting external auditors in the annual report
- opening new accounts and link them to budget
- staff, full time & part time salaries
- monthly reconciliations of trial balance, general ledger accounts, receivables, expenses, revenues, banks...
- coordinate with colleagues and financial manager to prepare all reports and meet all deadlines
- creating new reports and forms
- prepare and declare monthly, quarterly & yearly tax (R3, R4, R5, R6, R7, R10)
- insurance & national social security fund for all employees
- financial aid, grants & donations reports, transactions and follow up
- implementation and testing of a new accounting software (Oracle Cloud)
- auditing & updating of Inventory system and workflow
- any other tasks or reports requested by the branch and HQ

2010-03-
2010-05-

Junior Accountant

Ste Sonaco s.a.r.l. (Al Rabii) /Dbayeh, Beirut, LEBANON

- data entry
- vat
- payroll tax

2009-04-
2009-10-

Junior Accountant/Auditor

Bureau Joseph Bassil /Jounieh, Beirut, LEBANON

- data entry
- vat
- payroll tax
- audit reports

▪ **Skills**

Windows, Microsoft Office (Word, Excel, Access)
Dolphin
Accpac
SIS (student information system)
Oracle Cloud - Financial

- Languages

Fluent: Arabic

Proficient: English and French

- Trainings

2013-02- Payroll tax & social security workshop - PWC

2012-06- **Microsoft excel advanced level - Formatech**

2012-05- Microsoft excel intermediate level - Formatech

- Activities

Music Teacher (Drums, Table)

Sports (Basketball, Volleyball, Aikido)

Travelling

- References

Dr. Khalil FEGHALI 03-925862
Dean of the Faculty of Economical Science and Business, Second branch/ Achrafieh, Beirut,
LEBANON

Mr. Joseph BASSIL 70-228899
Auditor

Mr. Aziz GHOSSOUB 03-312250
Chief Accountant

Mrs. Rita AJAKA 03-549329
Financial Manager