

# **ELIAS BOUDY**

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Date of birth: 9 November 1996

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I am a hard-working, committed chartered accountant looking for a long-term opportunity with a growing company within the business community. I wish to utilize my education in a way that would be advantageous to both my employer and me.

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## **EDUCATION**

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**2014 - 2016:** LT in Accounting / Audit. **Technical Institute of Tourism - Dekwaneh.**

**1999 - 2014:** Lebanese Baccalaureate in Sociology & Economics. **St. Georges School - Zalka.**

## **WORK EXPERIENCE:**

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**Sep 2017 – Aug 2021**

Paradox, Zalka  
**Accountant**

### **Job Description:**

- 1- Implements and coordinates the daily accounting operations: accounting entries, revenues receivables, Expenditures, payables, accruals, bank transfers, letter of credits, checks, Payments etc.
- 2- Reconciles monthly statements of accounts: Clients, Suppliers, Banks, and Cash etc.
- 3- Reviews and approves the supplier's payment schedule before submitting it to the GM.
- 4- Handling petit cash and responsible for cash flow.
- 5- Administers payroll procedures and maintains records relating to staff: attendance, allowances, Deductions, overtime, bonuses, etc.
- 6- Preparing the taxation work before due dates (R10 quarterly, R5 yearly, R6 yearly, R7 yearly, R3 yearly, CNSS quarterly)
- 7- Preparing payments for social security and all human resources.
- 8- Preparing the cash flow at the beginning of each year.
- 9- Assisting financial controllers & external auditors in the preparation of quarterly and yearly income tax on salaries, VAT declarations, NSSF, end year declaration, etc.

**Jan 2015 - Aug 2017**

Abboud Partners, Jal El Dib  
**Accountant**

**Job Description:**

- 1- Responsible of the general accounting functions of more than 10 companies: Journal voucher, receipt and payment voucher, debit and credit notes.
- 2- Maintain general ledger including preparing journal entries, accounts analysis and reconciliation, closing books monthly, settings new accounts.
- 3- Executing audit program steps (interim and year end), examining and analyzing records, reports, operating practices, and documentation.
- 4- Coordinate with finance team to complete assigned accounting tasks within deadlines.
- 5- Completes audit work papers by documenting audit tests and findings.
- 6- Preparing the taxation work before due dates (R10 quarterly, R5 yearly, R6 yearly, R7 yearly, R3 yearly, CNSS quarterly, fiscal year yearly, auditor report yearly, etc.)
- 7- Preparing monthly and yearly reports (balance sheet, trial balance, income statement /profit & loss, budgets...)
- 8- Ensure complete, accurate and timely audit information is reported to Management.

**QUALIFICATIONS HIGHLIGHTS:**

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**Computer skills:**

- full Knowledge in Silicon, Libra, Strata, Sola and Pims Accounting Programs.
- Windows system: MS Word- MS Excel- MS Outlook.
- Internet & E-mail.
- ERP systems.

**Key skills:**

- Very Dynamic Person, Fast learner and great communication skills and able to work with minimal amount of supervision.
- Active team member with self-drive and motivation.
- Able to adapt to the immediate or unforeseen challenges.
- Punctual and always on time for work.

**SELF INFORMATION:**

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**Nationality:** Lebanese

**Marital status:** Single

**Languages:** Arabic, English and French

**References available upon request**