

BILAL A. DIAB



A forward-thinking Accountant with refined interpersonal and multitasking skills. Looking to join a progressive company to leverage my educational knowledge and gain the needed expertise to develop my career.



Saida, Lebanon



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UNIVERSITY EDUCATION

Rafik Hariri University

September 2017- January 2021

Bachelor of Business Administration in Accounting

Houssam El Dine Hariri High School

October 2016 – June 2017

Lebanese Baccalaureate in sociology and economics

WORK EXPERIENCE

Inventory Accountant

Elia Company for Trading, Saida, Lebanon / January 2022 – March 2022

- Maintain clear and organized records to ensure all reports and invoices are filled and stored properly
- Monitor and track inventory transactions along with updating invoice entries as needed
- Responsible for storage of both food and beverages along with operational stock
- Responsible to verify that all goods arrived as per the agreed purchase, delivery note, and agreed quantities
- Conduct inventory audits to determine inventory levels and needs
- Conduct physical stock audits on a regular basis as advised by the financial controller and the physical count to be tallied with the inventory count from the MMS- Material Management System

Field Officer

Development for People and Nature Association, Saida, Lebanon / May 2021 – May 2022

- Day to day field activities preparation and monitoring
- Prepare and conduct socioeconomical surveys at vulnerable areas
- Consistent coordination and communication with participants and stakeholders
- Volunteer at the vaccination center at LHF as a coordinator to facilitate and coordinate vaccination activities

Cashier

Tonino, Saida / February 2021 - July 2021

- Collect payments whether in cash or credit
- Ensure pricing is correct
- Count money in cash drawers at the beginning and end of shifts to ensure that amounts are correct and that there is adequate change
- Resolve customer complaints, guide them, and provide relevant information
- Help with other tasks as needed including managing shelves, tracking inventory, and keeping the store clean
- Handle merchandise returns and exchanges

Project Manager - Internship

Schemazone, Toronto Canada

Completed project manager industry training program and an internship program in January 1, 2021 - January 29, 2021

- Conduct theoretical meetings with the project manager on weekly basis to schedule and plan weekly agendas
- Schedule meetings everyday with my team to plan and coordinate the execution of the assigned tasks by the project manager
- Optimize the operations of all project phases to achieve predefined project objectives
- Manage and monitor KIDZIE and Taskubator companies
- Present completed results to the project manager and adjust works in accordance to the project manager directions and recommendations

Assistant – CBA office

Rafik Hariri University, Mechref, Lebanon/ January 2020- April 2020

- Organize office and assist associates in ways that optimize procedures
- Sort all papers alphabetically and according to content, dates, significance etc
- Develop an efficient filing system to make updating and retrieving files easier
- Store all paperwork in designated places securing the important documents

CAREER TRAINING

Accounting training

Q pulse (Mercy Corps)

Successful completion of the integrated accounting training course/ April 1, 2021 – April 30, 2021

- Report the three financial statements (Income statement, balance sheet, and cash flow)
- Document journal entries for different business documents in buying and selling operations using VAT and discount
- Realize the inventory cost flow assumptions by using FIFO, LIFO, and AVCO
- Record the main bank transactions
- Calculate the depreciation and recording its transactions

KEY SKILLS AND CHARACTERISTICS

- Proficient in Microsoft office
- Self-motivated and diligent individual
- Strong communication abilities, including written and oral
- Excellent time management abilities and always punctual
- Poised under pressure
- Quick learner and avid multitasker
- Team worker, courteous, and service oriented

LANGUAGES

- English: Intermediate in writing and speaking
- Arabic: Fluent in writing and speaking

References available upon request