

CHARBEL IBRAHIM

A self-driven candidate with excellent communication skills and writing abilities who understands the digital landscape. A curious challenger to understand and interpret the client needs. Extensive involvement in building relationships. Seeking a competitive opportunity in a leading business where I can contribute through my skills and assist at the growth of the company, expand my knowledge and provide opportunities for personal and professional growth.

CONTACT



+ 961 70 594 511



charbel_ibrahim_11@hotmail.com

LANGUAGES

Arabic : Native
English : Fluent
French : Fluent

SKILLS

- Excellent oral and written communication skills
- Excellent interpersonal, networking and team-work skills
- Confidentiality in handling classified information
- Extensive knowledge of information technology IT and basic computer programs (i.e.: Word, Excel, PowerPoint)
- Excellent management skills, prioritization ability, and meticulous attention to details

WORK EXPERIENCE

Lebanese Social Responsibility (LSR) (NGO) – Accountant

Jbeil, Lebanon

January 2022 – Present

- Overseeing financial operations
- Ensuring timely and accurate financial reports
- Recording expenses and preparing financial reports
- Analyzing financial data
- Conducting risk analysis evaluations
- Making sure tax returns are paid on time
- Planning and budgeting

Concrete Plus SAL – Accountant

Amchit, Lebanon

June 2021 - Present

- Executing accounting transactions.
- Preparing invoices and applied VAT.
- Preparing payments to suppliers.
- Processing social security taxes.

Bou Frem Group SARL – Purchasing Manager

Byblos, Lebanon

September 2019 – February 2022

- Pricing of items in relation to new Dollar rates.
- Carrying out the inventory of the stock (Expiry dates, etc.)
- Ordering best offers for best prices.
- Communicating directly with suppliers.
- Invoicing incoming goods and merchandise.
- Preparing payment to suppliers.

Bou Frem Group SARL – Cashier

Byblos, Lebanon

April 2017 – September 2019

- Processed payments (cash and credit cards) through the market's POS system.
- Handled POS transactions, customer service and inventory orders.
- Updated knowledge of new merchandise weekly.
- Calculated total payments received for a given period of time and recorded this with total sales.
- Assumed the responsibility of the balance cash drawer at the opening and closing of a shift.
- Responded to 200+ customer's inquiries on a daily basis.

Concrete Plus SAL – Accounting Internship

Amchit, Lebanon

June 2019 – December 2019

CERTIFICATES

Diploma in International Financial Reporting – BCA International Academy
(Expected to be awarded in December 2022)

BCA International Academy
February 2022 - April 2022

Hazmieh, Lebanon

Practical Accounting Program (PAP)

- Business entities in Lebanon
- Income tax section in Lebanon
- Property, Plant & Equipment
- Inventory & COGS
- Value added tax in Lebanon
- Payroll in Lebanon.
- Preparing financial statements
- Banking reconciliation
- Submitting tax declaration

EDUCATION

American University of Technology
BA in Accounting

October 2018 – June 2021

Jbeil Secondary High School

Lebanese Baccalaureate with an emphasis on Sociology and Economy

October 2015 – June 2018