

# Lilian Ghanem

## Senior Accountant



### ABOUT ME

Ambitious financial and accounting professional with 9+ years of experience in the field. My passion lies in the management of account payables and receivables in line with the reconciliation of accounts, budget controlling, and financial reporting.

### CONTACT INFORMATION

Mobile: +961 71360184

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Address: Aley- Lebanon.

### SKILLS & COMPETENCIES

- **Languages:** Fluent in English and Arabic. Currently learning German.
- **Libra** accounting, invoicing, and Production system.
- **Microsoft Office** Word, PowerPoint, excel.
- **Excel VBA** Programming, data analysis and statistics.
- **Cyber source platform** for online refunding process.

### WORK EXPERIENCE

#### Senior Accountant

October 2020 - April 2022

**POLYDEZ, Aley, Lebanon.** *Manufacturer & wholesaler of detergents, cleaning products & hand sanitizers.*

- Advised & implemented new methods to improve inflow working process. This resulted in minimizing inventory reporting errors by 90% and maximize efficiency by 80%.
- Managed account receivables and payables, and cash flow.
- Recorded detailed and accurate process of purchase and sales invoices.
- Finalized internal audits, end of month closing, and participated in external audits and VAT reports.
- Handled all managerial tasks including accounting, procurement, sales and inventory.
- Analyzed manufacturing and raw material costs for each product to insure proper pricing.

#### Senior Accountant

January 2013 till April 2020

**BEIRUT MARATHON ASSOCIATION, Beirut, Lebanon.**

- Handled overall responsibility for analyzing data entry and maintaining general ledger and trail balance on Libra software in accordance with production processes and transactions for invoicing and inventory.
- Managed and controlled \$2.5M budget tasks such as monitoring company performance against estimates and preparing annual events and corporate budgets forecasts and deviation analyzes.
- Prepared a proper balance of payables and receivables and followed up with clients and suppliers about payment and collection terms.
- Finalized daily banking operations such as in- and out-transfers, cash and checks deposit, as well as withdrawals to update bank position on daily basis.
- Assisted the financial director in preparing financial reports to higher management based on IFRS.

## SOFT SKILLS:

- Critical and analytical Thinking.
- Honesty and trustworthiness.
- Problem Solving.
- Active Listening.
- Attention to Details.

## OTHER EXPERIENCES:

- Baggage process manager at Youth Race Beirut Marathon Association.
- Member of the Entertainment unit at Beirut Marathon Association.
- Art meets Sport project manager at Beirut Marathon Association, in collaboration with the international artist Romero Britto.

- Prepared salaries and allocations (payroll and cash).
- Classified and posted all expenses and revenues properly by cost centers and categories.
- Handled, consolidated and closed contractual staff, prize money for international elite runners and project manager's files.
- Kept track of all contracts, LC's for renewal and implementation in addition to HR work including calculations and general book keeping of general ledger.
- Bank accounts reconciliation and bank position updating including control of debit, interest and value date deductions.
- Surveyed operations to ascertain accounting needs and recommend, develop and maintain solutions for business and financial problems.

## EDUCATION

### LA SAGESSE UNIVERSITY , 2017-2022

Masters in Financial Engineering.

**Dissertation Topic:** The Impact of Cash Holdings On Financial Performance, The Case of Arab Developing Countries.

Graduated with an **Excellent grade on Thesis {A}**.

**Related Courses:** Advanced Financial Modeling, Financial Derivatives, Investment Strategy, And Advanced Managerial Economics.

### ARAB OPEN UNIVERSITY , 2009-2013

Degree in Business Studies With Accounting.

Graduated with **Very Good Distinction**.

**Related courses:** Certificate In Accounting, Accounting Information for Strategy, and Managerial Accounting.