

Reina Akiki

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Experienced and driven professional with expertise in accounting. Offer exceptional communication, collaboration with all members of the organization to achieve business and financial objectives. Proven problem solving and analytical thinking skills, a fast-learning curve, and ability to adapt to evolving work process. A dedicated professional with the drive and skill-set to excel in a fast-paced environment. Advanced level in Arabic and English with Mid-range skills in French. Technical proficiency in MS Office, SAP, Microsoft Dynamics NAV, QuickBooks, Visual Basic.

Professional Experience

KN Legal, Dubai, United Arab Emirates

July 2020 – July 2021

Accountant & Finance Officer

- Managed all aspects of business, ensuring accurate and timely reconciliation of associated financials.
- Ensured well-timed updates of new documents to hard-copy and electronic versions, and proactive tracking of timesheets to ensure accurate billing.
- Led professional communication with clients to ensure punctual collection of outstanding invoices.

Mercy Corps International, Lebanon

April 2016 - July 2020

Finance Coordinator

- Ensured accurate and timely balance sheet & banks reconciliations.
- Implemented new procedures while ensuring the current ones were applied accurately.
- Analyzed & reviewed invoices submitted for payment making sure all requirements are met and supporting documents are attached.
- Implemented new models and templates to address needs of accurate figures and ensured timely submission of all declarations (VAT, Tax on Salary, NSSF, ...)
- Developed adequate techniques to maintain the payroll process by enhancing formulas and securing proper review.

RGH Group Holding, Lebanon

December 2014 - April 2016

Senior Accountant

- Maintained an up-to-date record of fixed assets and relative depreciations.
- Implemented new procedures and made sure the current ones were applied accurately.
- Analyzed & reviewed reports to ensure processing of vendor invoices and resolution of discrepancies.
- Developed adequate techniques to maintain the payroll process by enhancing formulas and securing proper review.
- Ensured accurate and timely balance sheet & banks reconciliations.

- Oversaw and comprehensively managed the daily tasks of the team, securing good business flow in a group of five companies.

Josons Holding SAL, Lebanon

July 2013 – October 2014

Senior Accountant / HR

- Maintained an up-to-date record of fixed assets and relative depreciations.
- Oversaw the daily purchase process and issued international purchase orders.
- Carried out the physical counts and inventories of stock department, and managed distribution of tasks to all team members.
- Updated and managed the schedule for candidates' interviews and tests' dates.
- Ensured a timely updated database of candidates to hard-copies and electronic versions while securing the company's procedures were taking place accurately.
- Followed up with candidates on completion of files, carried out the first interviews and prepared the second in assistance with the HR manager.

Kamal Salem Office for Audit, Lebanon

October 2003 – June 2013

Junior Auditor

- Ensured accurate and timely balance sheet & banks reconciliations.
- Implemented new models and templates to address needs of accurate figures and ensured timely submission of all declarations (VAT, Tax on Salary, NSSF, Income Tax ...) for several types of companies.
- Streamlined a timely audit of all daily records carried out in each company to ensure accurate registration of data and timely booking of all sorts of related expenses.
- Sustained an up-to-date record of fixed assets and relative depreciations.
- Coordinated closely with senior auditors to maintain accurate figures and sharp reflection of business aspects for several companies.

Education & Credentials

- BA, Accounting, AUL University, Lebanon
- TS, Accounting, Institute of Tourism, Lebanon
- TS, Computer Science, Institute of Tourism, Lebanon