Kassem Halloum

Accountant

Rafik Hariri university, RHU, Accounting finance,| +96170581718 | assem.halloum94@hotmail.com |Lebanon

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Work Experience That Demonstrate Thrive for Learning, Commitment and Development

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Majed Al Futtaim (Carrefour):
Feb 21-Present
Senior Accountant (GL Supervisor)
Accounts management:

- Gather and verify financial data related to accounting
- Check the accounting entries relating to financial transactions for accuracy and conformance to accounting policies and pass them for superior consideration
- Maintain and review purchase ledgers to ensure that all expenses are accurately posted and monitored against the set budget
- Review invoices to be paid in order to ensure accuracy and veracity of invoices
- Process payments to vendors and contractors as per the contract's terms, including advance payment and penalties
- Maintain and review sales ledger to ensure that actual sales report are generated
- Ensure revenue collections are aligned with bank accounts statements
- Process depreciation of fixed assets and make the necessary changes accordingly and ensure inventory is updated
- Handle monthly/quarterly/period end reconciliation for all key balance sheet items
- Review adjusting entries passed and ensure that suppliers' accounts are updated and any control accounts are cleared
- Handle and ensure that month-end and year-end closing process is completed and entries booked efficiently

Administrative:

- Maintain and run periodic payroll cycles to ensure that all payrolls are processed on time
- Coordinate and follow up with external auditors during the course of their audit, ensuring provision of all required information to enable timely completion of the audit

Reporting:

- Prepare and review monthly, quarterly and annual accounting statements and managerial reports in a timely and accurate manner

Majed Al Futtaim (Carrefour):
Oct 18-Jan 21
Accountant (GL)
Accounting Responsibilities:

- Appraise, evaluate, and inventory property and equipment, and records description, value, location, and other information
- Perform daily, weekly and monthly sales reconciliations; receiving sales invoices and files, tracking changes, and reconciling with various stakeholders
- Assist Auditors when an audit is being done
- Make sure that the required monthly accounts transactions and reports are produced on time
- Prepare the monthly operating management reports (revenue and staff cost) and help the managers in their monthly analysis of their revenue and cost
- Assist the Finance Manager on forecasts and budgets preparation
- Perform daily, weekly and monthly sales reconciliations; receiving sales invoices and files, tracking changes, and reconciling with various areas

Administrative:

- Control on a monthly basis the Petty Cash
- Ensure the preparation of statutory accounts

Reporting:

- Prepare balance sheet, profit and loss statement, amortization and depreciation schedules, fixed asset register and other financial reports
- Prepare accurate reports of activities as required by the management team

Rammal Supermarkets (Head Office):

Jan 16-mar 18

Junior Accountant

- Provide Accounting & clerical support to the department
- Invoicing, preparing supplier payment & receivables collections
- Type accurately, prepare and maintain accounting documents and records
- Prepare bank deposits, general ledger postings and statements
- Reconcile accounts in a timely manner
- Daily enter key data of financial transactions in database
- Research, track and restore accounting or documentation problems and discrepancies

TEAM LEADER | TEAM PLAYER | SAVVY COMUNICATOR | HARD WORKER | QUICK LEARNER | COLLABORATIVE

Certificates and Memberships Demonstrating Accounting Leadership &Qualifications

- ❖ Member of RHU Accounting Society
- ❖ Digital Literacy Certification (IC3): Key Applications, Living online, computing fundamentals.
- ❖ Microsoft Office with excellent competency
- ❖ Data Entry Skills

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