

NATHANIEL O. BAJKIJIAN

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I am seeking a career elevating opportunity in a reputable company, where I can invest my knowledge and my skills. I'm highly organized with focus on finishing my tasks in a timely fashion, and I aspire for more responsibilities to fully implement what I have learned.

I have previous experience in corporate accounting and small business accounting.

EXPERIENCE

JANUARY 2022 – PRESENT

COST ACCOUNTING OFFICER, SLEEP COMFORT LIBAN

- Overhead calculation for factory, control on real vs estimate in working hours of production manpower and margin checks.
- Costing of new models, monitoring unit cost variance and analyzing inventory valuations.
- Preparing all inventory-related journal entries at month end. Reconciling beginning raw materials, work-in-progress and finished goods stock. Overseeing annual physical inventory.
- Implementing cost standards for materials and labor.
- Controlling data received from HR and processing Payroll. Verifying automated entries in TB & BS resulting from salaries.
- Assisting with Tax on Salaries, NSSF and VAT declarations.
- Preparing budgets and financial reports as requested.

AUGUST 2016 – DECEMBER 2021

ACCOUNTANT, SLEEP COMFORT LIBAN

- Posting invoices to proper ledgers and issuing payment vouchers.
- Reconciling bank, supplier and client accounts.
- Reviewing travel expenses and allocating it accordingly.
- Preparing payroll and posting the related entries.
- Pricing inventory (raw material/ merchandise) from cost to sale price.
- Assisting with inventory control.
- Assisting with Tax on Salaries, NSSF and VAT declarations.
- Preparing budgets and financial reports as requested.

JANUARY 2015 – JULY 2016

JUNIOR ACCOUNTANT, ITIOLOGY

- Posting invoices to proper ledgers.
- Handling client accounts and collections.
- Insuring timely settlement of payables.
- Assisting the accountant in preparing financial statements.

DECEMBER 2012 – DECEMBER 2014

DATA ENTRY OPERATOR/CONTROLLER, INFOPLUS

- Processing financial data entry.
- Controlling and sorting data entered by operators.
- Supervising a team of ten operators.

EDUCATION

OCTOBER 2021 - PRESENT

MBA - FINANCE, ARAB OPEN UNIVERSITY

JUNE 2021

BA - ACCOUNTING, ARAB OPEN UNIVERSITY

SEPTEMBER 2015

GENERAL ACCOUNTANT DIPLOMA, ALLCS IH BEIRUT

CERTIFICATES

2020

TAXATION WORKSHOP, ARAB OPEN UNIVERSITY

2019

FOUNDATION FOR SUCCESS WORKSHOP, ARAB OPEN UNIVERSITY

SKILLS

- Account Reconciliation
- Tech-savviness
- Problem Solving
- Cost Accounting
- Time Management
- Attention to Detail
- Critical & Analytical Thinking
- Management Accounting

HOBBIES

Passionate about Photography, Writing and Cooking.

LANGUAGES

Fluent in English, French, Arabic and Armenian.