

Zeinab Al-Nabulsi – Chief Accountant

Over 13 years of professional experience; from being a key team player in the heart of accounting and finance departments by providing full assistance to the head of department and also top management, to engaging yet offering proper guidance to junior accountants, and more importantly keeping abreast of the best practices and latest developments in relation with the profession, notably local tax laws; thus raising compliance awareness about prevailing rules and regulations to management.

- **email:** zeinab_alnabulsi@hotmail.com
 - **mobile:** + 961 70 220181
 - **phone:** + 961 1 820169

 - **date and place of birth:** 14 May 1982 - Beirut
 - **nationality:** Lebanese
 - **marital status:** Single
 - **home address:** Tarik Jdideh, Beirut Arab University Area / Beirut - Lebanon
-

CAREER OBJECTIVES

Looking for a challenging position in Finance with a solid growth potential within a professional environment, where my academic earnings along with twelve years + of extensive experience aim to provide an added value to the department throughout the application of the best practices towards a smooth running of the day-to-day accounting and finance functions, therefore ensuring that these functions respect the basic accounting principles and abide fully by legal requirements thus strive for bottom-line results.

ESSENTIAL SKILLS AND PROFESSIONAL QUALIFICATIONS

- Known for being a hard worker, with high accuracy and attention to details.
- Good at multi-tasking, problem solving, team working and dealing with time constraints
- In-depth knowledge of accounting, financing, budgeting and cost control principles
- Excellent computer and communication skills and know-how in ERP implementation, ongoing processes automation, and continuous development.
- Proficiency in Microsoft Office applications such Excel, Word and PowerPoint.
- Ability to produce accurate financial reports, statements, projections and analyze financial data
- Possess strong analytical and good organizational and management skills
- Ability to create a team environment and motivate team members

Core competencies:

- Cash management
 - Management reports
 - Regulatory compliance
 - Cost reductions
 - Efficiency improvements
 - Technology integration
-

CAREER EXPERIENCE

❖ **Embrace Local NGO** Beirut – Lebanon

❖ July 2020 – Till now

Chief Accountant

➤ **Accounting Function:**

- ⇒ Handling daily accounting entries
- ⇒ Preparing monthly bank reconciliation
- ⇒ Preparing monthly Profit and Loss statement and Statement of Cash flow presented to higher management
- ⇒ Preparing interim financial statements (Financial position-Income Statement –Statement of cash flow)
- ⇒ Handling petty cash
- ⇒ Preparing monthly payroll and settlement (Employee Pay slips -Cheques and Bank Transfers)
- ⇒ Preparing weekly bank position
- ⇒ Preparing quarterly income tax along with a monthly NSSF declaration
- ⇒ Follow-up with Lawyer and Auditor
- ⇒ closing accounting year
- ⇒ Preparing yearly financial statement (Financial position- income statement –Statement of Cash flow and Notes on the financial statement)
- ⇒ Generating monthly reports to donor, project or activity relevance with all supporting documents and based on donor requirements (documentation type, period)
- ⇒ Liaison with external parties such banks, suppliers, customers, sister companies and governmental tax authorities

❖ **DAR AL-HAYAT s.a.r.l.**, Beirut – Lebanon, Media and Publishing Industry

Publishers of Al-Hayat Pan-Arab Newspaper and Laha family magazine

November 2011 – September 2020

Senior Accountant / Assistant Financial Controller

Key Functions

- Assuming financial management functions including production of monthly / yearly management accounts and various financial reports in support of overall business objectives;
- Ensuring accuracy and integrity of the financial information.

Professional experience includes:

Following-up on the proper conduct of all day to day operations as following:

➤ **Accounting:**

- ⇒ Processing all data entries, thus ensuring all business transactions are properly recorded in the accounting system, including assets depreciation and amortizations, provisions for contingent liabilities, accrual charges and differed income entries in addition to adjustment and difference of exchange entries.
- ⇒ Providing timely consolidated management accounts / reports of independent publications
- ⇒ Conduct daily balance reconciliations for bank accounts and cash
- ⇒ Prepare quarterly VAT reports / declarations
- ⇒ Liaison with external auditors and ensuring a smooth fulfillment of audit requirements according to GAAP and in compliance with local rules and regulations
- ⇒ Liaison with external parties such banks, suppliers, customers, sister companies and governmental tax authorities

➤ **Operation, Production and Distribution and Sales:**

- ⇒ Reviewing, Producing periodic analysis + Management accounts related to:
 - Production direct cost
 - Distribution and Sales
 - Inventory (raw material) control
- ⇒ Handling the accounts receivable notably:
 - Issuing sales invoices (distributors, subscribers, hotels, airline companies and others)
 - Follow up on accounts receivable collection
 - Processing journal entries in relation to sales invoices and receipts to the accounting software

- Monitoring the advertising sales and comparing real insertions with advertising agency affidavit most importantly ensuring adherence to the rate card, initial agreement and subsequent amendments, barter deals....
- ⇒ Handling the accounts payable notably:
 - Receiving and reviewing all purchase invoices prior to processing in the system such:
 - Availability of an approved purchase order
 - The purchase invoice includes the 8 elements an invoice must have
 - The purchase invoice is duly approved (service properly executed / product received in good condition.
 - Checking the computation of the invoice as per quotation, agreement or matrix
 - Monitoring the articles freelancers' payable account from article publishing to full settlement of account including preparation of monthly freelancers payable list per country and subsequent settlement of account either through bank transfers or cheque payment, and finally matching the balance payable balance by name and along with the accounting software
- **H/R and Administration:**
- ⇒ Providing assistance to the HR Department notably with
 - Income tax payable on employees' salaries account reconciliation
 - National Social Security Fund contributions payable account reconciliation
 - Personal and travel advances to personnel account's balances reconciliation
- ❖ **MAK Group s.a.l. (Offshore) Beirut – Lebanon,**
Kessrwani Industrial Limited - Nigeria
February 2010 – October 2011

Staff Accountant

Key Functions:

- Carrying out the day to day functions including AR / AP cash management and general ledger entries. Perform monthly accounts analysis and reconciliation.

Professional experience includes:

Providing assistance to the Chief Accountant in numerous functions as following:

- ⇒ Data entry to the computerized accounting system
- ⇒ Preparing the monthly payroll along with payroll settlement to employees
- ⇒ Preparing the quarterly declarations for employees' income tax on salary and National Social Security Funds contribution
- ⇒ Controlling the Nigeria remote office daily transactions and Inventory through team viewer and also by site frequent visits
- ⇒ Producing monthly management accounts and quarterly financial statements
- ⇒ Conducting year end closing entries including adjusting entries, depreciations and amortizations, provisions and
- ⇒ Conducting monthly banks', intercompanies', suppliers' and customers' accounts reconciliations

-
- ❖ **Majzoub and Partner for Auditing and Accounting, Beirut – Lebanon,**
November 2008 – January 2010

Staff Accountant

Key Functions:

- Handling accounting operation from data entry to issuing financial statements for numerous companies (trading and services).

Professional experience includes:

- ⇒ Data entry
- ⇒ Conducting monthly and Quarterly accounts reconciliation to ensure accurate reporting and ledger maintenance.
- ⇒ Assisting in year-end closing procedures.
- ⇒ Preparing of quarterly and yearly reports to the ministry of finance (R10, R5, R6, and R7)

- ⇒ Preparing the yearly income tax on declarations and posting to Oscar program.
 - ⇒ Preparing the quarterly VAT declaration
 - ⇒ Preparing the monthly / quarterly NSSF contributions.
-

❖ **Izzat Daouk & Sons s.al.**, Beirut – Lebanon,
August 2007 – September 2008

Staff Accountant

Key Functions:

- Handling IDAR Company, one of Izzat Daouk & Sons S.A.L. companies.

Professional experience includes:

- ⇒ Timely data entry to ensure the General Ledger of the Company is kept up-dated any time
- ⇒ Preparing the monthly payroll along with payroll settlement to employees
- ⇒ Preparing the quarterly NSSF, VAT, and income tax on employees' salaries declarations
- ⇒ Preparing the monthly P&L report + conducting bank accounts' reconciliation
- ⇒ Handling petty cash and updating regularly the fixed assets register
- ⇒ Issuing invoices, receipts and payments
- ⇒ Conducting I/Co balance reconciliations with sister companies

ACADEMIC BACKGROUND

University Studies

Masters in Auditing and Accounting (2012 - 2016)

SAGESSE UNIVERSITY

Bachelor (High Diploma) of Accounting (2002 - 2006)

BEIRUT ARAB UNIVERSITY / Beirut - Faculty of Business Administration and Management Studies

High School Studies

Bac II (Life Science) Graduated June 2001 **RAS BEIRUT High School**

LANGUAGES

	Read	Spoken	Written
• Arabic: (native)	V.Good	V.Good	V.Good
• English:	Good	Good	Good

WORKSHOPS AND COMPUTER LITERACY

- Microsoft programs and applications (Windows, Word, Excel, Internet application)
 - Accounting programs: ACI International Company (Bee-Solution), EDM, Microsoft Business Solutions (GREAT PLAINS), Dolphin, SAGE- Microsoft Dynamics 365-Quickbooks.
 - Attending workshop on Lebanese Social Security and Payroll Tax.
 - Attending workshop on Chief Accountant position.
-

INTERESTS

- Sports
 - Reading
-

REFERENCES

• Gilbert Mayni	Finance Manager / Controller	Dar Al Hayat s.a.r.l.	Mobile # +961 3 698 645
• Rasha Atwi	HR and Administration Manager	Dar Al Hayat s.a.r.l.	Mobile # +961 3 943 613
• Imad Abi Akl	Distribution Manager	Nidaa Al Watan	Mobile # +961 3 983 354