

Houssam Kaakour

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EDUCATION

Rafik Hariri University | **Bachelor of Accounting**

Mechref, Lebanon | **August 2018 – July 2021**

- Cumulative GPA: 87
- President's Honor List
- Member of Student Council

SKILLS

- **Software tools:** *Excel, Access, HTML, SAP, Dynamics NAV, Remote Desktop Connection*
- **Accounting principles:** *Attention to detail, excellent interpersonal communication, fast learner, team worker,*
- **Communication:** *knowledge of accounting principles
Written and oral communication: Arabic, English, French*

EXPERIENCE

Rafik Hariri University | **Junior Accountant**

Mechref, Lebanon | **September 2021 – Still**

- Processed and verified all vendor invoices, advances to suppliers/employees, petty cash bills, HR payments, employee claims, and other relevant documents
- Followed up and reconciled vendor statements of account, customer statements, and bank reconciliation and its related accounting matters
- Reviewed credit balances, refunds, adjustments, and claim denial
- Maintained the general ledger in a complete, accurate and timely manner; prepare general journal entries
- Managed fixed assets databases, and ensured that fixed assets are acquired, maintained, and disposed are made in line with the adopted accounting standards
- Coordinated physical inventory counts and cycle counts of fixed assets, and audited the warehouses
- Prepared control sheets for verification of completed payroll data, and distributed individual monthly payroll information
- Assisted in the month-end closing, and the year-end audit
- Recorded and followed up of the Value Added Tax (VAT) and assisted in the preparation of the Ministry of Finance and National Social Security Fund required reports

INTERESTS

- Reading
- Writing
- Volleyball