

Ali Mahmoud

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00961-70-747733

Beirut, Lebanon

Education

Accounting and Auditing

Lebanese University • Beirut

09/2021

Accomplished first year of master's

Accounting and Auditing

Lebanese University • Beirut

09/2020

Fulfilled bachelor degree

Experience

Junior Accountant

EGTC Group • Beirut, Lebanon

04/2023 - Present

- Maintaining established departmental policies, procedures and objectives.
- Processing and posting of daily accounting general ledger entries.
- Prepare Purchase & Sales Orders.
- Payment order preparation for Suppliers & posting of suppliers' invoices.
- Maintain accounts payable, ensure timely payment of invoices, prepare payments and confirm the validity of the debt.
- Issue customer invoices & record collections.
- Maintain accounts receivable, document invoices, and supporting documentation.
- Perform monthly reconciliations. (Payables, Receivables, Related Parties, Banks, Provisions, depreciation, etc.)
- Assess the fixed assets process. (Depreciation, Physical Count, etc).
- Maintain a proper filing and archiving of documents.
- Assist in the preparation of the Budget under the purview of the senior management.
- Perform other accounting tasks as requested by manager

Junior Accountant

CMA CGM • Beirut, Lebanon

07/2022 - 04/2023

- Keeping track of all payments and expenditures, including payroll, purchase orders and invoices.
- Receiving invoices from agencies to scrutinize them for an accurate classification.
- Booking invoices after a thorough checking into the accounting system.
- Filing and maintaining supplier records.
- Preparing analyses of accounts and producing monthly report

Accountant and Seller

Zhour Jewelry Store • Beirut, Lebanon

06/2019 - 10/2021

- Increasing customers by a series of dedicated selling team.
- Ensure timely bank payments and managing all accounting transaction.
- Preparing the cash on a daily basis, beside scrutinizing making financial statements yearly.
- Enhancing the negotiation and interpersonal including listening skills by dealing with all walks of life.

Internships

- Milco Ltd Bulgaria (03/2022 - 04/2022) - Assistant Manager.
- Satco International Group (11/2021 - 03/2022) - Accountant.
- FransaBank (07/2018 - 08/2018) - Teller and customer service representative.

Skills

- ❖ Accounts Payable
 - ❖ Accounts Receivable
 - ❖ General Ledger Accounting
 - ❖ Communication skills
 - ❖ Teamwork
 - ❖ General Office Skills
 - ❖ Data Entry
 - ❖ Presentation Skills
 - ❖ Inquisitive mind
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Languages

- Arabic
 - English
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Certificates

1. Accounting and Inventory.
2. The Arts and Science of Relationship.
3. Successful Negotiation.
4. Developing your emotional intelligence.
5. Effective listening.