

Amani Abdallah Naji

Senior Accountant

Personal Information:

Address: Chouf, Lebanon

Phone Number: +961-70-562059

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Professional Summary:

- JAB Computer
- MS Office applications
- Result oriented
- Problem solver
- Efficient communicator

Experience:

YaraPlast SARL, Ain Anoub, Lebanon

Sep 2012-Present

Senior Accountant

- Verify, allocate, post and reconcile transactions.
- Utilize accounting software to record and control all cash movements and transactions, auditing invoices.
- Prepare & dispatch salaries.
- Reconcile safe account & control cash transactions
- Prepare monthly payments for suppliers
- Reconciliation of banks and suppliers' statements
- Review journals to ensure proper recording
- Compute taxes owed, Prepare tax returns, Ensure prompt payment (NSSF declaration, tax on salary, etc..)
- Monthly & yearly closing, preparing financial statement, preparing balance sheet and P&L.
- Supervise and Support junior staff in time management and organization to meet deadlines
- Budgeting and tracking of expenses to reduce the cost
- Prepare and audit the payroll
- Maintain the General Ledger
- Daily Petty Cash Reconciliation /cash management/ check management
- Manage allocation table
- Examine statements (bills, invoices) to ensure accuracy and reliability.

Jamal El Dine Est. for Manufacturing & Trading, Rachaya, Lebanon

Jun,2010- Jun,2012

General Accountant

- Record sales, purchases & administration expenses.
- Petty cash reconciliation & payment Preparation.
- Review journals to ensure proper recording.
- Bank and Suppliers Reconciliation.

Bank of Beirut & Arab Countries: Trainee Rachaya, Lebanon

Aug-2008.....

Customer Services Department

- All operations existing in cashier menu, including but not limited to:
- Main input & Enquiries Menu: Cash deposit LBP / Foreign currency, Check withdrawal paid cash or deposit
- Foreign currency Menu: Exchange cash to cash, Buy or Sell traveler's check, Exchange rates enquiry
- Passbook and checkbook menu: Update Passbook, Print Passbook cover...etc

Education:

CMA candidate

Bachelor of Accounting and Auditing

Lebanese Baccalaureate 2 (Socio-Economic)

BCA International, 2022

Lebanese University, Aley, 2008

Rachaya High School, 2005

Languages:

Arabic: Mother Language

English: Fluent User

French: Experienced User

Interests & Hobbies:

Music, reading, hiking