

Hikmat Zeineddine

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Career objective

I am highly motivated and well versed in all aspects especially in accounting/audit field where I can invest my experiences for the prosper of the company and at the same time help reach my goals and add to my knowledge in sake of progression.

Education:

- **BA** in Accounting Information Systems (LIU) 2016
- **TS3** Accounting Byblos Institute
- **BT3** Accounting Byblos Institute
- **Coursera online courses**
 - Understanding Financial Statements: Company Performance
 - Excel Skills for Business: Essentials

Experience:

➤ Tinol Paints International Co. Sal (2021 - Present)

- Reconcile daily Cash/Checks collection against daily POS statements.
- Review all purchase invoices after booking (Ensure correct selection for Account code, department and Branch code)
- Review all transactions before posting (Purchase invoices, receipts, Payment Journals, General Vouchers...)
- Daily spot petty cash count and reconcile with excel sheet
- Review all General Journals
- Posting fixed assets invoices and ensure all validations are listed
- Salary attestation for employees - Excel template

- Register new fixed assets purchased with correct validations
- Bank reconciliation for all bank accounts
- Prepare monthly shareholders balances (Withdrawals)
- Monthly preparation salaries changes and function
- Reconciliation: Cheques & Cash LBP & USD
- Prepare Quarterly VAT returns + VAT statements reconciliation and pass clearance entries
- Prepare Quarterly taxes on salaries forms
- Prepare year end closing or periodical closing (Prepaid, Accruals, Revaluation, depreciation and reconciliation)
- Prepare annual taxes on non-residents forms.
- Prepare the end year indemnity
- Fixed assets depreciation
- Handle external auditors requests in coordination with Finance manager

➤ **Manaf Contracting and Trading / Haitham Abou Al Hosn EST (2021)**

- Data entry
- Bank, suppliers, cash reconciliations
- Products cost control
- Follow up with customers and suppliers
- Check daily sales invoices

➤ **Accounting and Audit at Abou Sleiman & Co. (2019 – 2020)**

- Beirut Bar Association internal audit
- Data entry for several companies
- Income Tax (Corporate, Lump sum)
- Preparing financial statements
- VAT
- Payroll tax
- NSSF

➤ **Store keeper at Hippo (2017)**

- Organizing store items
- Keeping track of in and out products and items

➤ **Well trained at an accounting office (2015)**

- Data entry
- Archiving and filing documents
- Trained on recording daily journal vouchers
- Cash and bank reconciliations

ADDITIONAL SKILLS

- Good communication skills
- Fast learner
- Motivated and work oriented whether individually or in a team

COMPUTER SKILLS

- Accounting Software: Dolphin, Noria, Omega, Libra, QuickBooks, Microsoft dynamic 365 NAV, Bee2
- Microsoft Office: Word, Excel, PowerPoint