



Kassem Wahab

ACCOUNTANT

Details

Beirut
Lebanon
+96176901700
kassemw94@gmail.com

Skills

communication
Good time management skills
Creative Problem Solving
Ability to Learn Quickly
Driver
working under pressure

Hobbies

Chess and Dama games, planting, reading scientific articles, getting more lessons and feeding others with my knowledge.

Languages

English
Arabic
French

Profile

Certified Accountant with five years of experience in account reconciliations, streamlining accounts, financial planning, and highly motivated for professional working .

Employment History

Senior Accountant, Cetco Group , Beirut

MARCH 2022 – PRESENT

- By following with an accounting manager I work as a senior accountant for a group of companies in centro mall (lebanon) .
- auditing accountants work for companies outside lebanon
- Worked to reconcile financial discrepancies by analyzing account information and making accounting transactions
- Organized books and maintained inventory records.
- inventory counting supervision and reconciling with the system to analyze differences and make the stock variance
- Provided monthly, quarterly, and annual accounting services.
- Upheld the highest standards of honesty and integrity.
- helping the owner in managing companies iam responsible for .
- filling the place of logistics manager when needed
- following IRI process for being legally safe and solving problems using personal relations .
- stock controlling & counting
- cost accounting & distributing / containers .

Truck owner and driver, self-employed, Beirut

JULY 2018 – PRESENT

- Deliver stuff for customers from one point to another in lebanon district
- Take responsibility to keep stuff delivered safe
- Communication
- Taking care of truck maintenance

part time accountant, Atyab Farrouj Restaurant, Beirut

OCTOBER 2019 – APRIL 2021

- Entering items to stock on omega system
- Making journal vouchers, payments and receipts on the omega system ..
- Reconcile statement of accounts
- Preparing salaries' distribution, reports & accounts .
- Reconciling kitchen & stock inventory
- Making P&L
- Helping the chief accountant with VAT .

Accountant, Kfarshima High School, Beirut

JANUARY 2019 – DECEMBER 2020

- Entering data to the IDS (Libra) system and making all accounting transactions
- Reconcile suppliers statement of accounts and banks statement of accounts
- Making salaries distribution as accounting and payments to employee
- Assisting general manager in operations and customers' accounts and payments
- Meeting with suppliers to arrange payments, purchases, and argue for prices
- Having a role of supervision on the floor supervisors
- Reading and analyzing the trial balance of the company to make a plan for the next year of work.

Junior Accountant, Bayanat Office for auditing, Beirut

DECEMBER 2017 – OCTOBER 2018

- Started training and working as an accountant after being graduated in an official auditing office that have more than 100 companies .
- Doing archieving process in a well mannered way as needed for every company
- Started working with the accounts tree and getting familiar to them .
- Getting into NSSF procedure and rules .
- Helping senior accountants in journals, invoices, auditing & declarations .

Cashier (opening), LCWAIKIKI, Beirut

JUNE 2017 – SEPTEMBER 2017

- Had a role with all staff to make the opening of the Hamra Branch
- Making reciepts from clients
- Making an ending to sale
- Filling the position of a sales when needed on floor
- Being responsible for my cash drawer for no differences of what I recieved during the day .
- Had a full complete training for customer service and sales .

Supervisor, KB DONER restaurant, Beirut

NOVEMBER 2016 – JUNE 2017

- Coach team for customer satisfaction
- Being in all corners of the store to make sure everything going well
- Hear all customers complaints , deliver them with reports to the general manager and make my best to make customers more than satisfied
- Solve problems and go over obstacles that happen between staff or with customers
- Make a meeting at the beginning of the day to motivate the team for an excellent performance .

Education

bacheleor, Lebanese International University, Beirut

OCTOBER 2013 – JANUARY 2018

Graduated with a deep understand of business functions, especially the accounting perspective .

Internship, Blom Bank, Beirut

MAY 2016 – AUGUST 2016

▯ Internship as marketing to know more about banking processes and improve my marketing skills