

AHMAD AL KHEIR

ahmadkheir90@hotmail.com, 00961 70 309 455

22/03/1990 Single / Male / Lebanese, Lebanon

PERSONAL & WORK SKILLS

- Data Analysis.
- Ability to prepare financial statements.
- Knowledge of accounting practices.
- Technology expertise.
- Critical thinking.
- Written and verbal communication.
- Negotiation.
- Time management.

EDUCATION& CERTIFICATES

Bachelor Degree, Finance and financial institutions, 2009-2013

Lebanese University: Faculty of economic sciences and business, Lebanon

High School, 1993-2009

Mar Elias high school, Lebanon

WORK EXPERIENCE

Finance Supervisor, 2022

Qatar Star Services LLC, Qatar

- Responsible for all sales operations at designated POS positions in the venue.
- Ensure enough change for cash payments
- Possess complete knowledge of the credit card payment method.
- Communicate any challenge to the Cashier Level Leader regarding the operation.
- Setting of daily financial reports.
- Responsible to close transection without shortage & access.
- Perform advanced financial management or accounting duties.
- Examine, analyze and verify documents to ensure adherence to established controls and accepted professional standards.
- Audit records, systems and procedures; analyze data and prepare financial statements, budget projections and reports.

Administrative Manager, 2016-2022

Ste. Al Halabi & Co for Contracting, Lebanon

- Supervise the daily routine operations in the company and supervise the members of the work team.
- Developing, reviewing, training and evaluating the performance of employees and taking the necessary actions if necessary.
- Setting special administrative goals in the company.
- Work directly with accountants and department heads to prepare company budgets, monitor expenses, review payroll, and supervise other expenses.
- Supervise special projects and verifying that they are operating in accordance with what achieves the objectives of the company.
- Ensure compliance of operations within the company with the necessary laws and instructions.
- Plan and coordinate administrative procedures and systems and devise ways to streamline processes.
- Recruit and train personnel and allocate responsibilities and office space.
- Assess staff performance and provide coaching and guidance to ensure maximum efficiency.

Accountant, 2015-2016

Alamco Company for Industry and Trade, Lebanon

- Examine accounting records and prepare financial statement and reports.
- Analyze financial statement and reports and provide financial business and tax advice.
- Develop and maintain cost finding, reporting and internal control procedures
- Examine financial accounts and reports and prepare income tax return from accounting records Manage all accounting transactions.
- Prepare budget forecasts.
- Publish financial statements in time.
- Handle monthly, quarterly and annual closings.
- Reconcile accounts payable and receivable.
- Ensure timely bank payments.
- Compute taxes and prepare tax returns.
- Manage balance sheets and profit/loss statements.

Accountant, 2014-2015

Ste. Abdel Aziz Chaaban & Co, Lebanon

- Complying with all company, local, state, and federal accounting and financial regulations.

- Compiling, analyzing, and reporting financial data.
- Creating periodic reports, such as balance sheets, profit & loss statements, etc.
- Presenting data to managers, investors, and other entities.
- Maintaining accurate financial records.
- Performing audits and resolving discrepancies.
- Computing taxes.
- Keeping informed about current legislation relating to finance and accounting.
- Assisting management in the decision-making process by preparing budgets and financial forecasts.
- Developing and maintain cost finding, reporting and internal control procedures.

TRAININGS

Bank Libano-Française:

[June 23 2014 - August 16 2014] - Internship

- Operation with and without cash.
- Commercial services.
- Trading effects Operation.

· RM-Audit:

[August 8 2016 - September 9 2016] - Internship

- Ensuring the accuracy of financial documents, as well as their compliance with relevant laws and regulations.
- Preparing and maintaining important financial reports.
- Preparing tax returns and ensuring that taxes are paid properly and on time.
- Evaluating financial operations to recommend best practice ,identify issues and strategize solutions.
- Offering guidance on cost reduction, revenue enhancement, and profit maximization.
- Conducting forecasting and risk analysis assessments.

COMPUTERSKILLS

- MS(Word&Excel)

LANGUAGES

Arabic, English & French