

Wassim Al Ajouz

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Beirut, Lebanon

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Profile

- Proven ability to learn and apply new information quickly.
- Mature, focused, and dedicated to meeting or exceeding organizational goals and activities.
- Enthusiastic, detailed-oriented, and highly committed to professional growth.

EDUCATION

Beirut Arab University Beirut, Lebanon

2008

Bachelor Commerce and Business Administration – Finance, Banking and Customs.

WORK EXPERIENCE

GIFCO (Logistics leaders, freight dealers)

2014-present

Accountant (Beirut-Lebanon Branch)

- Compile and analyze financial information to prepare financial statements including monthly and annual accounts
- Ensure financial records are maintained in compliance with accepted policies and procedures
- Ensure all financial deadlines are met
- Ensure accurate and timely monthly, quarterly and year end close
- Ensure accurate and appropriate recording and analysis of revenues and expenses
- Analyze financial information to recommend or develop efficient useful resources and procedures, provide strategic recommendations and maintain solutions to business and financial problems

Abousleiman & Co. Company (Audit Office)

2012-2014

Internal audit and control at Order of Engineers and Architects

- Ensures compliance with established internal control procedures by examining records, reports, operating practices, and documentation.
- Prepares special audit and control reports by collecting, analyzing, and summarizing operating information and trends.
- Identified and corrected errors and or discrepancies in the system in use

Accounting at office

- Preparing daily journal entries.
- Corrects errors by posting adjusting journal entries.
- Reconciles general and subsidiary bank accounts by gathering and balancing information.
- Preparing VAT for the companies.
- Filing.

Virgin Megastore, Beirut, Lebanon

2011 (3 months)

Junior accountant

- Prepare journal entries
- Reconcile and maintain balance sheet accounts
- Account/Bank reconciliations
- Matching and follow up with the supplier via mail and phone and filing.

Sabeco & Partners SAL, Beirut, Lebanon**2010-2011****Administrative Assistant**

- Successfully controlled inventory.
- Efficiently performed cost control operations.
- Maintain electronic and hard copy filing system.

Signs and Printing Company

Training in accounting dolphin program from April till June 2009.

SKILLS

- Computer Skills: Microsoft dynamics, Dolphin Visual (accounting program), MS Office Excel, Word, PowerPoint; ACI, Computerized Accounting, ACI Bee Accounting Software, Elvis, Citrix and Quick books
- Languages: English, Arabic