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# Amani Issa

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**Languages:** Arabic-English

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## PROFILE

I am currently seeking employment with a well-established firm to relocate and venture into a new market where I can expose myself to a new working experience. In addition, I'm seeking a new challenge where I can implement and develop my communicable skills.

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## WORK EXPERIENCE

➤ Senior Accountant at RMCI OFFSHORE (Import and Export Trading): November 2021-Present

- Following up with suppliers and forwarders statements.
- Suppliers and Forwarders reconciliation.
- Receivables and payables.
- Holding bank records and reconciliations.
- Data entry management.
- Responsible for cash and petty cash records and reconciliation.
- Preparing cash receipts and payments once available.
- Helping in the preparation of audit papers.
- Producing error-free accounting reports and present their results.
- Support month-end and year-end close process.
- Review and recommend modifications to accounting systems and procedures.

➤ June - September 2021: **Accropod S.a.r.l (Accounting & Administrative Department)**

- Data Entry
- Prepare and monitor invoices.
- Suppliers' invoices and prepare check payment after full reconciliations.
- Receivables & Payables.
- Holding Company Petty Cash.
- Allocate the cost center and incomes.
- Following up about new projects.
- Prepare all the documents needed for applying for the projects.
- Download and upload all the documents needed for the projects.
- Ensure Efficient operation of the office.
- Develop and maintain a filing system.

## EDUCATION

## SKILLS

- Handle multiple projects.
- Write letters and emails on behalf of other office staff.
- Reply to email, telephone, or face to face inquiries.
- Implement clerical duties and administrative processes.

➤ March 2011 – December 2020: **Executive Aircraft Services (Finance and Accounting Department)**

- Holding bank records and bank reconciliation on daily basis.
- Follow up the assets data entry, labelling, and inventory.
- Follow up the prepaid and accruals depreciations.
- Allocate the cost centre and incomes.
- Follow up the employee's status and preparing all the legal papers for new entrants.
- Follow up on the company credit cards.
- Holding the petty cash expenses and auditing the captain's petty cash.
- Follow up the consumables and spare parts inventory.
- Invoicing the clients based on the different contracts. Cost control – Checking the dif of data entry based on allocation.
- Suppliers' invoices and prepare check payment after full reconciliations.
- NSSF report.
- Participate in preparing monthly payroll.
- Documents financial transactions by entering account information.
- Data Entry Management

➤ January – March 2011: **Assistant Manager**, at " **KM Production**"

- Invoicing.
- Following up with clients for orders made
- Scheduling meetings for the manager
- Inventory checking and making orders for needed materials.
- Preparing power points presentations for meetings

➤ August – October 2010: Call **Centre Agent at " HSBC Bank"**

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➤ 2006-2010: Lebanese American University (LAU)  
**BA degree in Business Management** from (GPA: 3)

**Computer skills:**

- Microsoft Office
- Dolphin
- Job Costing
- Minerva