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# Abdullah Hamze

## Junior Accountant

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📍 Beirut, Lebanon

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### Summary

Analytical junior accountant with over one year of experience in inventory management, accounts receivables, and financial reporting. Demonstrated ability to maintain accurate and complete records of transactions, reconcile accounts with supporting documents, and prepare financial statements in compliance with IFRS standards and regulations.

### Core Competencies

- Financial Reporting
- Account Reconciliation
- Ledger Preparation
- Accounts Receivables Management
- Inventory Management
- Budgeting and Forecasting

### Work Experience

#### Junior Accountant

Tulip Micro Gold S.A.R. L

Beirut, Lebanon

**2022-2023**

Tulip Micro Gold S.A.R. L is a limited-responsibility company specializing in jewelry manufacturing.

- Documented and verified over 2,500 sales invoices.
- Supported the inventory accountant in determining gold loss from manufacturing operations in all production departments, saving more than 1,000 USD monthly.
- Improved the reporting of financial statements by using new Excel documents that streamlined data entry and analysis, increasing the reliability of the overall reports by 80% as measured by the external auditor.

#### Accounting Intern (2-month internship)

Safi For Accounting & Auditing

Tripoli, Lebanon

**2019-2019**

Safi For Accounting & Auditing is an auditing firm that provides consultancy, tax advisory, and external auditing services.

- Created and audited sales and purchases journal entries for three companies
- Assisted with the preparation of tax returns for the Ministry of Finance
- Prepared bank reconciliation statements for two companies.

## **Education**

### **Lebanese University**

Master's degree in Business Administration, major in Accounting and Auditing

**2018-2020**

## **Skills**

Power Pivot   Power Query   Diamond Software for Jeweler   The Globe Accounting Software

What-if analysis   Pivot tables   Attention to Details