

# Mohamad Chokor

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## WORK EXPERIENCE

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### Accountant (Remotely)

May 2023 - Present

I-Tec LDA, Angola

- Data entries: Journal vouchers, expenses, purchases, sales, payments.
- Bank and suppliers' reconciliation.
- Assist in Tax Declaration (IVA)
- Assist in preparation of yearly closing: Income Statement and Balance sheet
- Knowledge in Angola Payroll Regulations and deductions.
- I-Soft ERP support (Accounting program)

### Accountant (Part Time)

Dec 2021 - Present

Frenchy Cakes & Pastry Factory, Beirut

- Data entries: Journal vouchers, expenses, purchases, sales, payments.
- Accruals and prepaid
- Banks and supplier's reconciliation.
- Receivable and payable aging report.
- Assist in VAT declaration.
- Assist on Tax on salaries declaration and compute employee's income tax and NSSF.

### Import assistant manager

January 2014 - Nov 2021

Akil Bros, Beirut

- E-mailing suppliers from China, Turkey, France...
- Follow up orders: Final Proforma, Invoice, packing list ...
- Follow up with forwarders and book space convenient with loading date ad goods readiness
- Check Bill of Laing, Certificate of origin, Euro1, CNCA for Angola shipments.
- Coordinate to make sure that courier will reach destination country before container arrival.
- Intercom's shipping knowledge.

## EDUCATION

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**Lebanese International University**, Lebanon

Fall 2007

Bachelor's degree, Banking and Finance

**College Saint François des Peres Capucins**, Lebanon

Jun 2003

Baccalaureate – Socio- Economie (SE)

## INTERNSHIPS

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A.R.T SUNNY LAND FILM (Accounting)

Sep 2008

GLOBAL FINIANCIAL CONSULTANT (Accounting)

Mar 2009- May 2009

## SKILLS & OTHER

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**Languages:** Arabic ,English, French

**Software Skills:** MS office, EDM, ISOFT ERP.

**Soft Skills:** Teamwork, effective communication, time management, adaptability

References Available Upon Request.