

## **Roger Neghaoui**

### **Accountant**

Location: Lebanon

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### **Objective**

Results-driven and detail-oriented graduate with a Bachelor's degree in Finance and banking, equipped with a comprehensive understanding of financial principles and practical experience gained through my professional experience as an accountant. Aiming to secure a position as an Accountant where I can leverage my academic background, analytical skills, and proficiency in accounting software to contribute to the accuracy and efficiency of financial operations. Eager to learn and grow within a dynamic and collaborative work environment, while obtaining the opportunity to apply theoretical knowledge to real-world accounting challenges.

### **EDUCATION**

#### **Lebanese International University - Lebanon**

Bachelor's degree, Banking and Finance - 2019 -2023

#### **Collège des Apôtres - Lebanon**

Lebanese Baccalaureate in Sociology and Economics - 2016 - 2019

### **WORK EXPERIENCE**

#### **Ipsos, Lebanon**

##### **Junior accountant**

February 2024 - Present

- Managed the full cycle of accounts payable, including receiving, reviewing, and processing invoices for payment.
- Verified invoices for accuracy, ensuring proper coding, approvals, and compliance with company policies and procedures.
- Generated and issued invoices to customers accurately and promptly, utilizing the accounting software JDedwards and systems.
- Participated in month-end closing activities, such as journal entries, accruals, and reconciliations.
- Posted and allocated payments received to appropriate customer accounts, ensuring accurate recording of financial transactions.
- Monitor and track company expenses, ensuring proper categorization and adherence to budget guidelines.
- Reconcile bank statements with company financial records to identify and resolve discrepancies.

#### **Azadea Group SAL, Lebanon**

##### **Regional Accounting Intern**

October 2023 - January 2024

- Maintain accurate and up-to-date financial records, including recording daily transactions, expenses, and income.
- Entered financial data into accounting software JDEwards and ensure the accuracy and completeness of records.
- Conducted end-of-month banks and supplier reconciliations to ensure alignment between the books and statements, and reported any abnormalities.
- Participated in month-end closing activities, such as journal entries, accruals, and reconciliations.
- Assisted in ensuring compliance with relevant accounting principles, regulations, and company policies.
- Maintained organized and accessible financial records, ensuring proper filing and documentation of financial transactions.
- Collaborated with other departments and team members to gather financial information and provide support as needed.
- Handled miscellaneous tasks as assigned by senior accountants or supervisors to contribute to the overall efficiency of the accounting department.

**Swiss Butter, Lebanon**  
**Waiter**

December 2022 - July 2023

- Ensured prompt and professional food delivery while maintaining safe food handling and sanitation standards.
- Followed up periodically to address any additional needs or requests.
- Providee customers with excellent service, aiming to create a memorable dining experience.
- Warmly greeted guests in the dining room, efficiently takes food and beverage orders.
- Delivered food promptly and professionally, adhering to safe food handling and sanitation standards. Periodically follows up to assist with any additional needs or requests.

**Skills**

- **Languages:** English (Professional), Arabic (Native), French (Professional)
- **IT skills:** Excel, PowerPoint, Word, JD Edwards.
- **Soft skills:** communication, attention to detail, creativity, customer service.
- **Financial skills:** Data analysis and Bookkeeping.