

AHMAD BALLOUT

MSC, BA

+961 70792286 • ahmadballout99@hotmail.com • <https://www.linkedin.com/in/ahmad-ballout-1956b91b3> • Beirut, Lebanon

Summary

Detail-oriented Accounts Receivable Specialist with over 1.5 years of experience in managing accounts and ensuring timely collections. Proven ability to analyze financial data and streamline processes for improved cash flow. Additionally, I have 6 months of experience as an Accountant, providing a strong foundation in financial reporting and reconciliations. Currently working as an Accountant with an international organization and undertaking technical courses (SQL, Microsoft Power BI and Python) to develop skills necessary for an Analyst role, demonstrating commitment to professional growth and a strong analytical mindset. Seeking to leverage my experience and training to contribute effectively in a dynamic financial environment.

Experience

Médecins Sans Frontières

Beirut, Lebanon

Emergency Accountant

11/2024 – Present

- Managed daily cash and check transactions, ensuring accurate documentation and compliance with MSF procedures (receipts, invoices, signatures).
- Controlled petty cash movements, reconciled cashbox balances, and investigated discrepancies to maintain financial accuracy.
- Monitored operating costs, tracked invoices, and prepared monthly reports, ensuring correct allocation of expenses and compliance with internal procedures.
- Handled currency exchange operations, processed tax payments, and ensured proper filing and archiving of accounting documents for audits.
- Supported accounting software entries, verified allocations, and provided technical assistance in resolving financial discrepancies.

Nusaned, NGO

Beirut, Lebanon

Accountant (short-term contract)

02/2024 - 06/2024

- Execute and process journal entries to ensure all organization transactions are recorded, including but not limited to, accounts payable, accounts receivable, and petty cash.
- Maintain accurate and up-to-date financial records using the organization's ERP Microsoft Dynamics system.
- Performing monthly reconciliation for suppliers, donors, partners, and other stakeholders
- Update accounts payable and accounts receivable, issue invoices and statements of accounts
- Maintain the Fixed Assets register and update the list monthly, and the accounting system accordingly
- Update and reconcile the inventory records monthly in close coordination with the supply chain manager
- Assist the finance manager in reviewing the organization expenditures and payroll records
- Issues payment vouchers, receipt vouchers and refunds

CMA CGM GBS

Beirut, Lebanon

Account Receivables Accountant

08/2022 - 12/2023

- Reconciled daily AR transactions, maintaining accurate ledgers across various currencies for a global company.
- Collaborated cross-departmentally to resolve billing discrepancies, resulting in a 15% reduction in disputed invoices.
- Provided comprehensive monthly reports on account statuses, critical for executive decision-making and fiscal strategy revisions.
- Managed a portfolio of over 100 client accounts, consistently maintaining a 98% rate for on-time collections, thus enhancing cash flow for the company.
- Increased cash flow by implementing more stringent credit checks, reducing bad debt.

Education

Saint Joseph University of Beirut

MSc Master of Science in Beirut, Lebanon

09/2020 - 07/2022

Saint Joseph University of Beirut

BA Bachelor's in Beirut, Lebanon

09/2017 - 07/2020

Skills

Accounts Receivable Software (SAGE, ORACLE, MICROSOFT DYNAMICS 365) - Excel (Advanced) - Data Entry - Invoicing Systems
Payment Processing Tools - Financial Reporting - Bank Reconciliation - Credit Management Software - Database Management - Billing Systems
Attention to Detail - Time Management - Communication Skills - Problem-Solving - Analytical Thinking - Customer Service Orientation
Team Collaboration - Adaptability - Organizational Skills - Conflict Resolution

Languages

Arabic Native ●●●●●

English Proficient ●●●●●

French Proficient ●●●●●