

Omar Fakhran

Junior Accountant

Beirut, Lebanon | 71-443546 | omarfakhran18@gmail.com

Objective

Detail-oriented accountant seeking to apply foundational knowledge in accounting principles and software proficiency to contribute to accurate financial reporting and analysis within a dynamic team environment

Experience

SILK MILE | Junior Accountant Intern

Jul 2024 – Present

- Posting journal, payment, and purchase journals.
- Issue purchase and sales invoices.
- Assisting in Dubai VAT and tax declarations.
- Preparing monthly due payments for suppliers.
- Reconcile suppliers and bank statements.

SALB for Iron | Junior Accountant Intern

Apr 2024 – Jul 2024

- Assisting in VAT and Tax declarations.
- Posting journal, payment, and purchase journals.
- Bank reconciliation.

BLOM BANK | Teller

Jul 2023 - Jan 2024

- Accountable for the accurate and efficient processing of transactions while strictly adhering to all bank policies and procedures.
- Executed routine account transactions, distributing funds to customers as needed.
- Conducted various routine financial transactions, including but not limited to deposits, withdrawals, advances, and loan payments.
- Performed calculations for commissions required in incoming transfers and overdraft situations.

- Conducted reconciliation of account statements to ensure accuracy and compliance.
- Handled the processing of checks and related financial instruments.
- Managed foreign exchange transactions.

NOK NOK | Accounting Intern

Aug 2021 – Sep 2021

- Processing journal entries.
- Supporting invoice procedures.
- Overseeing price ranges.
- Aiding in the handling of returns.
- Liaising with warehouses regarding return processes.

Lebanese Red Cross | Volunteer

Sep 2021 – Sep 2022

- Conducting events and engaging in public speaking.
- Serving as Treasurer, overseeing the management of club supplies.
- Coordinating awareness campaigns.

Education

American University of Science and Technology, Bachelor of Science Oct 2019 – Feb 2023

Major: Banking and Finance

Computer Skills & Languages

Microsoft Office Applications | Microsoft Dynamics (ERP System) | Wizard Solutions

Arabic: Native | English: Fluent