

# MALAK HAIDAR AHMAD

PAYROLL OFFICER

D.O.B: 03/09/2000    ADDRESS: BEIRUT, LEBANON    Phone NB: +961 76 957 986

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## **PROFILE**

Fresh graduated student, holding a bachelor's degree in Banking and Finance with accounting experience.

## **WORK EXPERIENCE**

### **Lancaster Resorts (Plaza, Suites, Hotel)**

Oct 2023-present

#### **Cluster Payroll officer "HR departement"**

- Develops and maintains current payroll processing procedures.
- Performs payroll processing and month end closing of payroll.
- Maintains control over actual payroll performance.
- Compare actual payroll with forecasts/budgets and reports findings to department Heads.
- Ensures overtime claims are supported by proper approval and authorization.
- Prepares input for payroll run including hours worked, terminations, adjustments, annual, sick and recreation leave.
- Prepares manual payment for termination.
- Journalizes payroll summary each month.
- Examines year-to-date tax calculations.
- Preparing NSSF papers.
- Preparing tax on salaries declaration form.
- Co-ordinates with outside data processing company as requested.
- Perform general data entry

### **Fashmore & Co. "MAX Store"**

Jun 2022-Sep 2023

#### **Assistant Manager in Charge**

- Handling Emails.
- Communication with IT Support.
- Store Manager.
- Coordinating with the employees.
- Backup Cashier.
- Supervisor.
- Employee's Problem Solving.
- Receipt And Pricing of Goods.
- Transfer of Goods Between Branches.
- Participating in Opening a New Branch.

#### **Sales And Cashier**

- Cash Invoices Entry
- Returned Voucher Treatment.
- Customer Service.
- Customer Problem Solving.
- Communicating With Client for Retail Field.

## **ACCOUNTING TRAINING**

### **Accounting Training Academy**

Nov 2023- present

- Sales and purchases invoices
- Account payable and receivable
- Statement of account

### **Learn Business Center**

Nov 2023

- Tax on salaries law in Lebanon.
- Register employees in MOF and tables of employees.
- Calculation tax on salaries for all employees.
- Fill tax on salaries declaration form to MOF.

### **Karim Haidar Auditing Office**

Mar 2023 -Sep 2023

- Daily Transactions Entry “Sales Invoices, Purchases, Receipts and Payment”
- Out border Purchases, Customs Broker and expenses Entry.
- Journal Voucher Entry.
- Bank Reconciliation.
- Reconcile of Account Payable and Receivable.
- Preparing Tax and Tax Return.
- VAT Declaration.
- Preparing Payroll And NSSF.

### **PATC Training Center**

Oct 2022 -Feb 2023

- Data Entry with Controls.
- Salaries Schedule, NSSF and Payroll.
- Closing and Reconciliation.

## **EDUCATION**

### **Master 1 | Banking and Finance**

2022 -2024

Lebanese University – First Branch

### **Bachelor’s Degree|Banking and Finance**

2018 -2021

Lebanese University – First Branch

## **SKILLS**

- Microsoft Office “Word, Excel”.
- Business Pack, Time management, Sky Bayan System.
- Statistics Knowledge: SPSS.
- Team Leader.
- Problem Solving.
- Work Under Pressure.
- Handling Multi Tasks.
- Attention to Details.
- Excellent time management

## **LANGUEGES**

- Arabic “Speaking, Reading, Writing”.
- French “Speaking, Reading, Writing”.
- English “Speaking, Reading, Writing”.