

Kassem Shahrou

Junior Accountant / Pre - Engineer

✉ kassemshahrou4@gmail.com ☎ +961 78 857 164 📍 Beirut, Lebanon

PROFESSIONAL EXPERIENCE

January 2024 – present
Beirut, Lebanon

SSA Company, Junior Accountant

- Assisted in the preparation of monthly financial reports, including profit and loss statements and balance sheets.
- Supported monthly accounting closure, accurately recording all transactions and assisting with treasury and payables reconciliation.
- Performed data entry and reconciled discrepancies in accounts payable and receivable transactions, ensuring accurate financial reporting.
- Conducted weekly reviews of accounting registrations to maintain quality control and compliance with internal standards.
- Matched and reconciled supplier and staff accounts monthly, verifying all invoices before processing payments.
- Archived financial documents in compliance with organizational policies, ensuring both digital and physical records were organized for auditing.
- Maintained VAT and tax-related records, ensuring compliance and assisting with quarterly reviews.
- Processed invoices, managed vendor payments, and tracked purchase orders to support financial accuracy.
- Assisted with budget preparation, forecasting, and monthly bank reconciliations, identifying and resolving discrepancies.
- Utilized accounting software (QuickBooks, Excel) for data management, reporting, and financial analysis.
- Communicated with vendors and clients to resolve invoicing and payment-related queries efficiently

2020 – 2023
Dearborn,
United States

Mangos on The Hill, Waiter

- Greeting and serving customers
- Multi-tasking various front-of-the-house duties and collecting the bill.
- Making menu recommendations, answering questions and sharing additional information with restaurant patrons.

2019 – 2019
Beirut, Lebanon

SSA Company, Intern Assistant Accountant

- Assisting with research, filing, data entry, and recording and maintaining accurate and complete financial records.
- Gaining good knowledge in NSSF and VAT preparations.

- Good understanding of accounting and financial reporting principles and practices.

2015 – 2018
Beirut, Lebanon

Freelancer, Online Shop Owner

- Creating and implementing strategies that make online transactions possible.
- Gaining excellent communication and collaboration skills.
- Implementing unique marketing strategies that influence the customers and leads them to buy a product.

EDUCATION

2020 – 2023
Dearborn,
United States

Associate degree in Pre-Engineering, Henry Ford Community College

2016 – 2019
Beirut, Lebanon

Bachelor's degree in Accounting and Auditing, Lebanese University – Faculty of Economics and Business Administration

CERTIFICATES

GMAT

completed the full GMAT course at El-Meouchy center in Beirut.

Journalize and F.S Course

after completing a course at " Bookkeeper - Accounting Training Academy".

Data Entry

issued by " Bookkeeper - Accounting Training Academy ", Beirut, Lebanon: for completing a total of 12 hours training on the accounting software BACKOFFICE.

SKILLS

Microsoft Office (Excel - Word - PowerPoint)

Time Management

Customer Service

Email Communication

MATLAB programming

Softwares: Apex - Backoffice

LANGUAGES

Arabic

English