

PERSONAL INFORMATION **Abbas Ali Fakh**

📍 Beirut, Lebanon – Kinshasa, Congo  
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Male | Lebanese

POSITION **Senior Accountant**

## PROFESSIONAL PRACTICE

Date Feb 2023 – Present

Position held Senior Accountant

## Main Activities and responsibilities

- Performed complex analysis and technical accounting functions to gather, analyze, interpret, record, and present financial data.
- Preparing files of intercompany accounts payable, and accounts receivable cycles and processes
- Prepared journal entries, monthly and year-end closings, fixed asset maintenance, and general ledger reconciliation.
- Communicated with external auditors for quarterly reviews and annual audits, and reviewed schedules for the reporting processes.
- Responsible in the preparation of employees' salaries on a monthly basis, calculation of vacation settlements and end of service benefits.
- Administered accounting policies and procedures in accordance with GAAP and requirements.
- Assisting accounts receivable with the cleanup of the customer's outstanding balances.
- Reporting daily on asset replacement which assets needed to be capitalized versus expensed.
- Entering financial data into finance edge software programs; utilize database, spreadsheets and templates.
- Built and format reports in Excel from imported revenue income reports and other financial data proofread for accuracy and integrity of data.
- Coordinate the delivery of timely, insightful, and accurate financial analysis reporting to monitor performance against company financial targets.
- Actively participate in several activities in four companies related to main company including processing financial statements for original company, filing mandatory taxes, and creating new general ledgers
- do the checking and reviewing of the payroll sheets prepared by the two junior staff under my supervision.

Name of employer Best Building Company BBC, Kinshasa, Congo

Date Feb 2017 – Feb 2023

Position held Customer Service – Cashier - Receptionist - Accountant

## Main Activities and responsibilities

- Responsible in the preparation of employees' salaries on a monthly basis, calculation of vacation settlements and end of service benefits.
- responsible for the preparation of accrued expenses payable and prepaid expenses schedules on a monthly basis and determining the inactive provisions to be closed.
- Preparing bank reconciliation reports on a weekly basis and determines if the checks issued are stale or in dormant status for 6 months and will be subject for cancellation.
- Responsible in determining the materials at the warehouse whether to be declared as damaged items or items to be written off.

- Responsible in the preparation of materials inventory report monthly and performs the physical count of inventory on a yearly basis and sees to it that the materials or stocks on hand tallied with that of the stock per ledger.
- Entering fixed assets into system company accounting policy guide and maintain asset book of detail information, including monthly reports and post monthly depreciation entries, review for discrepancies.
- Preparation of reconciliations of bank accounts account receivable, accounts payable, payroll and payroll tax reports.

Name of employer Saint Georges Hospital, Beirut Lebanon

## EDUCATION

Date June 2021  
Title of qualification Bachelor degree in Accounting and Information System  
Lebanese International University (LIU)

Date 2017  
Title of qualification Lebanese Baccalaureate – Economic  
Haret Hreik High School

## PERSONAL SKILLS

Mother tongue Arabic (Native or Bilingual Proficiency)  
Other language(s) English (Full Professional Proficiency)  
French (General Working Proficiency)  
German (General Working Proficiency)

Digital & Academic skills Perfectly skilled in Excel, Data Analysis, Visual Basic, PeopleSoft, MS Office, TeamMate, and ACL Analytics, Adaptive Insights, Management Reporter, Expertise Budgeting, Financial Reporting, GAAP Standards, Forecasting, Technology Improvements, Analytics, and Metrics, Supervisory, Tax Planning, Clerical Skills

## LICENSES AND CERTIFICATIONS

- LinkedIn Accounting Foundations
- LinkedIn Financial Accounting Part I & II
- LinkedIn Financial record keeping
- LinkedIn Cost-Based Pricing Strategies
- LinkedIn Business Tax Foundations
- LinkedIn Managerial Finance Foundations and treasury management
- LinkedIn Financial Analysis: Making Business Projections
- LinkedIn Advanced Bookkeeping Techniques
- LinkedIn Accounting Foundations: Statement of Cash Flow, Asset impairment, and Internal Controls
- LinkedIn Foundations of Working Capital Management
- LinkedIn Finance Foundations Corporate Governance
- LinkedIn Accounting Foundations: Understanding the GAAP
- LinkedIn Excel for Accountants