

Sleiman H. Abdel-Samad

+961 81 939 689 · abdelamad@leiman@gmail.com
Beirut, Lebanon

FINANCE AND COMPLIANCE MANAGER

Accounting professional with over six years of experience in finance, auditing, and compliance. Adept at managing financial operations, ensuring regulatory compliance, and driving organizational growth. Proven track record of optimizing processes, enhancing profitability, and delivering strategic insights through data analysis and forecasting.

CORE SKILLS

Technical Proficiency

Accounting systems (Al-Amin, BEE
Business Solution, Dolphin, IDS, Minerva,
Omega, Softmind)

Financial Expertise

Budgeting, forecasting, bank
reconciliation, risk management, tax
compliance

Analytical Skills

Data analysis, scenario planning,
feasibility studies

Interpersonal Skills

Team leadership, cross-department
collaboration, client relationship
management

PROFESSIONAL EXPERIENCE

PayOnline SL, Freetown, Sierra Leone Finance and Compliance Manager

Jan 2023 - Dec 2024

- Conduct market analysis and monitor international exchange rates.
- Manage float, receivables, payables, and bank reconciliations.
- Prepare daily cash flows, monthly growth reports, and budgets.
- Oversee accounting and treasury functions while ensuring KYC compliance.
- Supervise departmental transactions and customer satisfaction processes.

Mazen Pharmacy, Al-Chiyah, Lebanon Chief Accountant

Feb 2021 - Dec 2022

- Reconciled daily cash openings/closings and POS sales.
- Conducted item analysis and stock evaluations for efficiency improvements.
- Managed accounts for insurance companies and prepared NSSF reports.
- Streamlined processes for landed cost calculations and depreciation reports.
- Delivered monthly financial growth and discount reconciliation reports.

King Chicken S.A.R.L, Lebanon Head of Accounting, Treasurer

Aug 2019 - Nov 2020

- Prepared audit reports, trial balances, and financial statements (P&L, cash flow, balance sheets).
- Ensured compliance with governmental reporting (NSSF, VAT, salary taxes).
- Oversaw tax filings, budget forecasting, and asset depreciation schedules.
- Led inventory and stock analyses while managing personnel salaries.

E-bit Accounting and Auditing, Lebanon

Nov 2015 - Jul 2019

Senior Accountant and Assistant Auditor

- Managed accounts for 23 companies, maintaining up-to-date records and reconciliations.
- Prepared tax declarations (NSSF, VAT, salary taxes) and audit reports.
- Conducted feasibility studies, financial modeling, and year-end closings.

EDUCATION & INTERNSHIP

Bachelor of Accounting and Auditing

Lebanese University

Accounting and Auditing Internship

E-bit Accounting and Auditing

FREELANCE EXPERIENCE

- Provided accounting and auditing services to companies across diverse industries.
- Handled tax filings, reconciliations, and financial statement preparation.

ACHIEVEMENTS

- Streamlined financial processes at Mazen Pharmacy, reducing reporting time by 20%.
- Implemented robust compliance systems at PayOnline SL, ensuring adherence to international standards.
- Successfully managed financial operations for 23 companies during tenure at E-bit Accounting and Auditing.

LANGUAGES

Arabic (Native)

French (Fluent)

English (Professional Proficiency)

REFERENCES

Available upon request.