

Hanaa Sabra, DipIFR certified

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Five years of experience in Multi-Entity Accounting, International Financial Reporting Standards (IFRS), and Financial Auditing across the MENA region.

CORE COMPETENCIES

International Financial Reporting Standards (IFRS), Financial Statements, Financial Analysis, Dashboard Reporting, Month-End Closing, Payroll Management, Accounts Reconciliation, Tax Declarations, NSSF Declarations, Multi-Entity Accounting, Internal Controls, Compliance Auditing, Process Improvement.

PROFESSIONAL EXPERIENCE

Senior Accountant (full-time) | Alphapack

June 2022 – Present

Alphapack, established in 2012 and headquartered in Saudi Arabia, is a leading packaging solutions provider for the food and beverage industry. The company operates across multiple countries, delivering innovative, high-quality, and tailored packaging services to meet diverse client needs.

- Develop dynamic financial dashboards, improving management's access to real-time, actionable insights by 30% and significantly enhancing strategic decision-making efficiency and operational speed.
- Direct general ledger accounting and month-end closing cycles for three subsidiaries, ensuring precise, reliable financial reporting compliant with International Financial Reporting Standards.
- Supervise financial operations across branches in Lebanon, Oman, and Qatar, standardizing reporting protocols and driving operational efficiency across all three diverse locations.
- Execute monthly reconciliations for over 30 supplier and intercompany accounts, consistently achieving a 98% accuracy rate and significantly reducing costly financial discrepancies and errors.
- Manage payroll processing, tax filings, and NSSF declarations for multiple entities, ensuring full regulatory compliance, process accuracy, and timely submissions to relevant authorities.

Accounting & Audit Specialist (part-time) | Head & co Salon

April 2024 – Present

Head & Co is a franchise of the renowned Korean brand Heggie Hewun, based in Jeddah. The company offers premium spa services, combining international standards with a focus on quality and client satisfaction.

- Establish the entire accounting function from the ground up, creating robust, sustainable financial frameworks and operational procedures for a new high-end franchise in Saudi Arabia.
- Design and implement comprehensive financial workflows and internal controls, achieving 100% compliance with corporate policies and strict Saudi Arabian accounting and regulatory requirements.
- Train a team of over five staff members on accounting best practices and new internal systems, boosting overall team performance, knowledge, and operational consistency.
- Optimize core financial processes, reducing the monthly closing cycle time, improving reporting precision, and guaranteeing punctual delivery of highly accurate financial reports to key stakeholders.

Internal Auditor (part-time) | Nails & co Salon

January 2023 – Present

Nails & Co is a luxury nail salon dedicated to beauty, care, and rejuvenation. It provides top-tier nail and spa services using high-end products in a welcoming environment that prioritizes client comfort and well-being.

- Fortify internal controls over cash handling, HR, financial reporting, and inventory, mitigating risks of operational error, internal fraud, and material financial misstatements.
- Create and deploy standardized financial reporting templates, ensuring complete data consistency across reports and simplifying in-depth comparative analysis of financial performance over time.
- Audit and verify daily Point-Of-Sale deposits with 100% accuracy, safeguarding cash flow integrity and ensuring consistent, transparent, and reliable revenue reconciliation.
- Prepare and file all quarterly Value Added Tax (VAT) returns with 100% accuracy and timeliness, avoiding penalties, compliance issues, and unnecessary financial risks.

Junior Auditor | El Mir Audit Firm

September 2020 – April 2022

A professional services firm providing auditing, tax, and business consulting solutions. The company serves clients across the MENA region and Europe, delivering strategic guidance and compliance services.

- Conducted detailed audit procedures for multiple clients across the MENA region, ensuring 100% compliance with regulatory requirements and company policies in financial reporting.
- Reconciled over 20 large supplier accounts monthly and five bank accounts weekly, implementing improved processes that enhanced the accuracy of financial records.
- Prepared and submitted timely tax and National Social Security Fund (NSSF) declarations, maintaining full compliance with all Lebanese regulatory statutes for multiple clients.
- Processed accurate and timely payroll for client companies with over 50 employees, ensuring strict adherence to labor laws and company compensation policies.

EDUCATION

Master's Degree in Accounting and Finance | Lebanese University

January 2023

Bachelor's Degree in Accounting and Auditing | Lebanese University

September 2020

TRAINING AND CERTIFICATES

Diploma in International Financial Reporting (DipIFR) – Regional Prize Winner (Grade: 87/100)

Association of Chartered Certified Accountants (ACCA)

July 2023

OTHER

Technical Skills: Microsoft Office Suite, Odoo ERP, Oditar, Zoho Books, QuickBooks, Jisr HR System, Financial Modeling, IFRS Compliance, VAT Filing, Tax Compliance, NSSF Declarations, General Ledger Management, Accounts Reconciliation, Financial Statement Preparation, Audit Procedures, Internal Controls.

Soft Skills: Detail-Oriented, Analytical Thinking, Problem-Solving, Time Management, Communication, Interpersonal Skills, Team Leadership, Staff Training, Adaptability, Multi-tasking.

Languages: Arabic (Native), English (Fluent).