



Wassim Hachem

Accountant

My Contact

✉ Hachemwassim09@gmail.com

☎ +961 71-310866

📍 Beirut, Lebanon

Education Background

- **MBA in Finance**
2022 - Present
Lebanese International University
- **Bachelor in Accounting information system**
2016 - 2020
Lebanese International University
- **BT3 in Accounting**
2015 - 2016
Abdel Hadi Debes vocational center
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Languages

- Arabic
- English
- French

A hard worker individual having good communication skills, and can perform efficiently under pressure. I am able to function effectively in a team and has the ability to meet deadlines. Seeking challenges which will allow to use my skills and develop my career.

About Me

Professional Experience

Arabia insurance company | Finance Officer

November 2024- Present

Key responsibilities:

- Prepared monthly, quarterly, and annual financial statements, including balance sheets and income statements, in compliance with accounting standards.
- Collaborate with departments to ensure accurate cost allocations and budget adherence
- Monitor cash flow and provide recommendations for improvement.

CMA CGM GBS LEBANON | Accountant *June 2022 – November 2024*

Key responsibilities:

- Handling & managing suppliers accounts balances for CMA CGM agency in Morocco, Tunisia, & Cote D'Ivoire.
- Cost & Quality controlling and optimization of all delivered invoices, bills. Check the data input in the accounting system to ensure accuracy of final bill.
- Verify and investigate discrepancies, if any, by reconciling vendor accounts and monthly vendor statements.
- In charge of communicating, reporting, and following-up with the agencies in case any discrepancy or issue is suspected. Reporting all activities to the upper management to analyze it on a monthly, quarterly, and yearly basis.
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Bridgestone Lebanon | Junior Accountant *January 2022 – May 2022*

Key responsibilities:

- In charge of performing accounting activities for Bridgestone branches in Iraq. Processing financial entries to ensure a proper recording of all business transactions.
- Assisting with reviewing payroll records and expenses, among other items as assigned. Managing daily cash and related functions for all banking accounts.
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Tapis Mahmoud Kabalan | Junior Accountant *May 2021 – December 2021*

Key responsibilities:

- Perform day to day financial transactions, including verifying, classifying, computing, posting and recording data.
- Assisting senior accountants in the preparation of monthly, quarterly and annual closings
- Assisting in the processing of managing cash, income statements, balance sheets, and other financial statements as per the company's legal, financial, and accounting guidelines.
- Performing reconciliations, updating accounts payable and receivable, and issuing invoices.
- Preparing and submitting weekly and monthly financial reports.
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Skills

Available upon request.

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- SAGE Accounting Program
- ORACLE R12 System
- ORANGE Accounting System
- Dolphin Accounting system
- CIRA 1.0 & CIRA 2.0
- LARA

Raw Resources Company | Ivory Coast | Accounting Intern

January 2021 – April 2021

Key responsibilities:

- Assisting in the accounting daily entries of
- the company Proceeding reconciliation and
- updating accounts.
- Preparing statements of accounts

Filling and archiving of documents, invoices, & contracts...

Oshima Sushi Restaurant | Floor Manager July 2018– September 2019

ABC Verdun Department Store | Cashier

July 2017– May 2018

Al Shayaa Group | Cashier January 2015– July 2015

Personal Development & Certifications

July 2020 PATC - Professional Accounting Training Center

- Record purchases, receipts, payments, and expenses, prepare and record sales invoices, and record bank transactions.
 - Control the stock account in trading and production companies. Prepare and record monthly salary schedule, prepare, submit, and record the NSSF, and prepare and submit the payroll tax (R5, R6, R7, and R10).
 - Dealing with and practicing on accounting and stock program.
- (ONYX SAGGIO)

September 2019 Banque Du Liban Training Program

References
