

# Salman Atwi

Accounting Manager

## ABOUT ME

Nationality: Lebanese.

Date of Birth: 04/09/1985

Marital Status: Single

Place of Birth: Markaba



## EDUCATION

**UNIVERSITY:** Modern University for Business and Sciences

Master in Business Administration (MBA). (2019).

**UNIVERSITY:** Lebanese University

Bachelor of Finance and Financial Institutions. (2010).



## JOB EXPERIENCE

**Accounting Manager:** Achour Holding, (Dec, 2014 till present)

- **Accounting Responsibilities:**
  - i. Manage and oversee the daily operations of the accounting duties (account payables/receivables, cash receipts, general ledger & account statements).
  - ii. Prepare the depreciations and reconciliations.
  - iii. Arrange the VAT taxes.
  - iv. Processing the financial statements, (balance sheets, profit & loss, ...)
  - v. Coordinate and complete the annual audits.
- **Human Resources Responsibilities:**
  - i. Arrange the payroll.
  - ii. Process the taxes enrollments (NSSF, Salary Taxes)

**Accountant:** Ghorayeb International for Forwarding and Clearing (Dec, 2008 till Dec, 2014).

- **Accounting Responsibilities:**
  - i. Preparing the journal entries.
  - ii. Processing the account payables, cash & check receipts, banks checks & transfers, and scheduling the daily expenses & receivables.
  - iii. Making the bank, customers & suppliers reconciliations.
  - iv. Preparing the VAT taxes.
- **Sea Freight reports:**
  - i. Preparing the Airlines sales reports, and sales productions for the Airlines that the company represent.
  - ii. Processing the annual AITA statistics.



Mreijeh, public street.



+ 961 70914956



salmanatwysept@gmail.com



salmanatwi\_85@hotmail.com



<https://www.linkedin.com/in/salman-atwi-6349822b>

## SKILLS

### Language Proficiency

Arabic: Native Language.

English: Fluent

### Computer Proficiency

Microsoft Office:  
(Excel, Word & PowerPoint).

Internet.

SPSS.

## TRAININGS

**Mr. Ahmad Kashakesh for Accounting and Auditing Office:**

Training on Accounting basis from January till June 2008.

### Miracle Consultant:

Workshop on (Income, salary & VAT taxes), during 13,14 & 15 March 2017.