

Hassan Hammoud

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SUMMARY

Detail-oriented accounting professional, with 6+years of experience in diverse accounting tasks. Proven ability to streamline workflows, and seeking to contribute strong financial acumen to a dynamic team.

SKILLS

- Modified Cash Standards (Mcs)
 - ERP Systems
 - Financial Statement
 - Microsoft Office (Excel, Project, Word)
 - Payroll Tax forms
 - Data Analysis
 - Accounts Payable / Receivable
 - Budgeting
 - Data Entry
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PROFESSIONAL EXPERIENCE

Matilda Group - Abuja Nigeria Head of Financial Operations

April 2024 - March 2025

- Balanced all accounts payable and receivable operations.
- Compiled and analyzed financial statements and internal reports.
- Processed journal entries and ensured general ledger accuracy.
- Calculated corporate taxes and prepared tax returns.
- Maintained and regularly updated financial data in ERP systems.
- Supported the management of NSSF files.

Le Marché Bio

2022 - March 2024

Senior Accountant

- Managed full-cycle accounts payable and receivable, ensuring timely payment and collection.
- Prepared monthly and annual financial statements and budget reports.
- Assisted with processing journal entries and reconciling discrepancies.
- Performed account reconciliations to ensure ledger integrity.
- Preserved updated records and handled financial data entry.
- Supported National Social Security Fund documentation processes and employee record compliance.
- Computed and filed taxes in line with Lebanese regulations.

Al Oumara Sweets & Bakery Junior Accountant

2019 - 2022

- Processed and monitored accounts payable and receivable transactions.
- Managed daily accounting operations and ensured compliance with financial regulations.
- Prepared financial statements and assisted with month-end closings.
- Posted journal entries and reconciled bank statements.
- Ensured adherence to internal financial controls and company policies.

Al Oumara Sweets & Bakery Data Entry Officer

2016 - 2019

- Entered and sustained accurate records of all sales and purchase transactions.
 - Transferred data from physical documents into digital formats and databases.
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EDUCATION & CERTIFICATIONS

Arab Open University Bachelor of Business Administration

2015 - 2018

LANGUAGES

Arabic	Native Proficiency
English	Full professional proficiency