

I am an accounting professional with strong expertise in financial operations, reporting standards, and compliance. Skilled in reconciliations, invoice processing, journal entries, and period-end closings, I ensure accuracy and attention to detail in all tasks. Holding a Certificate in IFRS, I apply international reporting standards effectively to support sound business decisions. Committed to continuous learning and process improvement, I take pride in delivering reliable financial data that drives organizational success.

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WORK EXPERIENCE

The Hub Holding - SARL	May 2025 - Present
Accountant	
<ul style="list-style-type: none"><li>Record and maintain accurate financial transactions in compliance with company policies.</li><li>Manage Accounts Payable &amp; Receivable, ensuring timely invoices, collections, and vendor payments.</li><li>Conduct monthly bank reconciliations, resolving discrepancies promptly.</li><li>Assisted in budget preparation and monitored variances to support financial planning.</li><li>Maintained strong internal controls to protect company assets and ensure accurate financial data.</li></ul>	
Imperial Jet Europe GMBH	April 2024 – April 2025
Accounts Payable – Accounts Receivable	
<ul style="list-style-type: none"><li>Process AP journal entries and maintain accurate financial records.</li><li>Process supplier payments and track outstanding balances.</li><li>Maintain and update the payment pending Excel sheet.</li><li>Reconcile banks, credit cards, petit cash, and sales reports.</li><li>Handle payroll processing efficiently.</li><li>Manage German and European VAT compliance.</li><li>Execute bank transfers and credit card transactions.</li><li>Manage NSSF contributions (Lebanese &amp; European).</li><li>Prepare client statements and issue invoices for services provided.</li></ul>	
Sidani & Co.	November 2023- January 2024
Audit Associate	
<ul style="list-style-type: none"><li>Prepared journal entries, reconciliations, and trend analyses as required for monthly close.</li><li>Prepared and assisted with general ledger (journal entries) analysis and analyzed and assisted with the month reports.</li><li>Assisted with the external and internal audit process and provided all necessary worksheets/data to minimize billable hours.</li></ul>	
Kreston Global	July 2022- January 2023
Junior Accountant	
<ul style="list-style-type: none"><li>Posted payments and credits to customer accounts, updating operating balances.</li><li>Handled accounts payable by ensuring timely invoice</li><li>Posted payments and credits to customer accounts, updating operating balances.</li></ul>	

EDUCATION

Rafik Al Hariri University  
BBA in Accounting

LANGUAGES

Arabic (Native)  
English (Profesional)

CERTIFICATES

- Conducted the International Financial Reporting Standards (CertIFR) - ACCA
- Earned a certificate from Sidani & Co. for joining a training program as an audit trainee.
- Earned a certificate from Al-Makassed Scouts, for volunteering more than 40 hours in community services.

TECHNICAL SKILLS

- Accounting software (SPA - Odoo)
- Tax administration (NSSF)
- Accounts Payable & Receivable Management - Handling invoices, payments, and collections independently.
- Bank Reconciliation – Performing and resolving monthly reconciliations
- Expense Tracking – Managing and categorizing expenses to ensure accurate reporting.
- Budget Monitoring – Assisting in tracking and analyzing budgets against actual performance.
- Payroll Support – Assisting with payroll calculations and compliance.
- Attention to Detail – Ensuring precision in financial data and reporting.
- Problem-Solving – Proactively identifying and resolving discrepancies.
- Team Collaboration – Working effectively within cross-functional teams.
- Adaptability – Adjusting to new processes, tools, and regulations.
- Eagerness to Learn – Demonstrating a willingness to grow and take on new challenges.