

Mario Mouawad

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Personal Profile

A determined and reliable Accounting Specialist with over 5 years of experience in the Accounting field including cash flows management, budgeting, costing, auditing and taxation. My experience spans various roles, including freelance accounting, part-time positions, and full-time responsibilities, providing me with a well-rounded understanding of financial management. I excel in handling complex financial transactions, such as loan schedules, monthly payments, and data entry tasks, including journal vouchers, invoices, payments, and receipts. Focused on going above and beyond to supply a diversified and cross-culture business environment that supports continuous personal development. My current professional project is to aim for a position where I will make use of the acquired knowledge and skills and contribute to organizational objectives and beyond.

Experience

Positions:

- **Accountant: eMcREY, Riyadh, Saudi Arabia, Oct 2024 – Present**
- **Accountant: Special Outsourcing Services SAL, Beirut, Lebanon, Sep 2021 – Oct 2024**
- **Freelance Accountant: ATIK SAL, Beirut, Lebanon, Oct 2021 - July 2023**
- **Part-time Accountant: Intersektion SAL (Part of Resource Group), Beirut, Lebanon, July 2022 - Nov 2022**
- **Freelance Accountant: AD Home Collection SARL, Beirut, Lebanon, June 2022 - Dec 2022**
- **Accountant: Issa Petrol Trade, Amchit, Lebanon, Jan 2021 - June 2021**
- **Administrator: Immaculate Conception School, Beirut, Lebanon, June 2020 - Jan 2021**
- **Junior Accountant: Three O Nine Hotel, Beirut, Lebanon, Jan 2019 - July 2020**
- **Intern, RNB for Accounting & Auditing, Beirut, Lebanon, July 2018 - Oct 2018**

Job responsibilities during mentioned positions

- Maintaining a 98% accuracy rate in reconciling supplier and customer accounts, ensuring precision in financial transactions and records.
- Handling loan schedules and monthly payments, continuously reconciling supplier and customer accounts to ensure financial accuracy, and processing data entry tasks, including journal vouchers, invoices, payments, and receipts.
- Managing payroll calculations and generation, ensuring accurate and timely compensation for employees.
- Conducting regular updates of asset records by performing asset acquisition and depreciation entries for over 50 company assets, ensuring accurate financial reporting and compliance.
- Accounting transactions including bookkeeping and posting (Invoices, credit notes, payments, receipts, salaries, expenses, etc.), closing of entries (prepaid, accruals, depreciation, provisions), and reconciliation of receivables, payables, banks and cash accounts.
- Handling the calculation of governmental declarations such as NSSF and tax on salaries, ensuring compliance with legal requirements.
- Successfully maintaining a 100% on-time audit completion rate by continuously following up with auditors to meet audit requirements and receive the final audit reports.
- Booking entries related to four company subsidiaries in Africa, ensuring consolidated financial reporting.

Academic Background

- **Bachelor in Audit & Accounting, Lebanese University, 2016-2019**

Core Competencies and Skills

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|---------------------------------------|--------------------------------------|---|
| • Management and Interpersonal Skills | • Cash management | • SAP, PIMS, Dolphin, Wizard |
| • Accuracy and Time- Management | • Strategic and Analytical abilities | • Softmind, PMS, IBP, Megatron |
| • Communication Skills | • Reporting skills | • Microsoft Office Tools (Word, Excel & PowerPoint) |
| • Auditing, Bookkeeping | | |

Languages: English (proficient), French (proficient), Arabic (native)

