

Ahmad Arnaout

🏠 Beirut, Lebanon

☎ +96170491538

✉ ahmad.o.arnaout@gmail.com

COVER LETTER

Dear Messrs Mashrouaa,

I am writing to express my interest for the position of Accountant in your esteemed company.

Having recently obtained my Bachelor's Degree in Business Administration, majoring in Economics from the Beirut Arab University, I wish to bring my knowledge, skills and commitment to excellence to your company's innovative environment.

My training at Accounting Training Academy also afforded me with the crucial skills to work with some of the best professionals in accounting system. During the course of my three months training, I developed enthusiasm and passion for accounting and the internship has subsequently convinced me that accounting is my true calling.

Following my graduation from high school I've built my career on a very simple principle: Work Smarter. I am the person who always looks for growth techniques, finds ways to apply them and consistently strives to boost my productivity as well as everyone else around me.

That being said, I see your **Unigaz** as a super brand, where I can gain and improve more skills and knowledge. Read many much about how your company has a huge impact on new comers like me, this brings up passion about earning a job at your corporation.

For additional details regarding my qualification and expertise, please review my resume as attached with this letter.

Thank you for taking the time to consider this application and I look forward to hearing from you.

Yours sincerely,

Ahmad Arnaout

Ahmad Arnaout

🏠 Beirut, Lebanon

✉️ ahmad.o.arnaout@gmail.com

☎️ +961-70491538

💼 <https://www.linkedin.com/in/ahmad-arnaout-98125b215>

Experience

Junior Accountant

Socrate Catering S.A.L.

July 2022 – Present

Responsibilities & System Name:

- **NAV Microsoft Dynamics 365 + EDM** - ERP System.
- Updating financial records via accounting software.
- Post and process journals entries to ensure all business transactions are recorded.
- Update & Maintain account Receivable and issue Invoices.
- Prepare daily reports and tasks for the collection officer.
- Update & Maintain accounts payable and ensure timely payment of Invoices.
- Assist with reviewing of expenses, payroll records etc. as assigned.
- Assist with financial and tax audits, and general ledger preparation.
- Complete tax, CNSS & payroll declaration reports and forms.
- Gathering payroll expenses and input into appropriate entry line.
- Prepare and submit weekly/monthly/yearly closings.
- Assist with other accounting projects
- Comply with Generally Accepted Accounting Principles (GAAP) for financial statements.
- Suppliers Reconciliations.

Junior Accountant

Al Sultan Food Stuff Co. (SFS)

April 2022 – June 2022

Responsibilities & System Name:

- **Ionycs White** - ERP System.
- Data Entry
- Bank, Suppliers, and Clients Reconciliations.
- Costing Sheet.
- Journal Vouchers JV.

-Bookkeeper-Accounting Training Academy (ATA)

January 2022- July 2022

Work Experience and Education:

- **Wizard Solutions** - ERP System.
- Inventories Software General Parameters.
- Specified Chart of Accounts.
- Products, Clients & Suppliers.
- Purchases Invoices PI & Sales Invoices SI.
- Payment Vouchers & Receipts Vouchers.
- Detailed Lebanese Chart of Accounts.
- All Kinds of Journal Vouchers.
- Accruals and Prepaid Expenses.
- Unearned Incomes.
- Trial Balance.
- Financial Statement (Income, Cash Flow, Balance Sheet, and Owner's Equity)
- Closing Entries
- Depreciations & Amortizations.
- Reconciliations.
- Notes Payables & Notes Receivable.
- Interests.
- Value-added Tax (VAT).
- Salaries & Wages.
- Tax on Salaries.
- National Social Security Fund (NSSF).
- Payroll.
- Types of taxes on profit (Real, Lump, and Estimated Profit, Tax rates for each category, Determining the legal period, According to tax types) أنواع الضرائب على الربح (الحقيقي، المقطوع، المقدّر، النسب الضريبية لكل فئة، تحديد المهلة القانونية، حسب أنواع الضريبة).
- Fill in the Declarations with all data related to the types of taxes on profits (Personal Companies, Money companies, Sole Proprietorship). تعبئة التصاريح بكامل البيانات العائدة لأنواع الضرائب على الأرباح (شركات الأشخاص، شركات الأموال، مؤسسة فردية).

Profile

Holding a bachelor degree in Economics graduated from Beirut Arab University familiar with accounting field includes Data Entry, Reconciliations, JV, Costing Sheet and Financial Statements that matches the Lebanese Labor Market (Lebanese Charts of Accounts) in addition to how prepare tax declarations regarding VAT Reimbursement, Payroll, NSSF, Tax on Salaries, and other Tax Declarations must be prepared to the Ministry of Finance. Systems have been worked on: **Wizard Solutions, & Ionycs White , NAV Microsoft Dymanics 365 and EDM.**

Education

Bachelor of Business Administration: **Economics** 2018-2021

Beirut Arab University, Beirut, Lebanon.

Degree: Very Good

CGPA: 3.6/4

Lebanese Baccalaureate in Economics & Sociology (2017-2018)

Modern Rawad College

Degree: Good

Overall: 14.9

Skills

- Fast learner
- Critical Thinking
- Problem Solving skills
- Good math skills, ability to be detailed oriented.
- Strong computer proficiency, with a firm grasp on MS Office tools and the tech savvy to quickly learn and master new software programs.
- Strong attention to detail and a commitment to the highest quality of performance.
- Ability to read and comprehend detailed instructions, correspondence, and memos.
- Ability to record in accordance with detailed instructions.
- Knowledge of coding and clinic policies on accounts payable.
- Knowledge of accounts payable practices and medical office procedures.
- Ability to consistently deliver high-quality services to stakeholders.
- Good interpersonal skills; able to work with different departments and with various levels of company personnel.

Languages

Arabic

Native or Bilingual Proficiency

English

Full Professional Proficiency

Interests

- Writing.
- Singing.
- Fishing.
- Cooking.

- Sport.
- Having a background of music.

Certificates

Internet Core Competency Certification (IC3)

Training Certification Certified by “BOOKKEEPER- ACCOUNTING TRAINING ACADMEY” and signed by “*WIZARD SOLUTION*” and **Sworn Accounting Expert Khodor Issa**

Certification of Achievement Certified and signed by “BOOKKEEPER- ACCOUNTING TRAINING ACADMEY” For Successfully Completing: Cash Flow Workshop, Budgeting and Forecasting

Udemy Certification: Microsoft Excel- الاكسل من الصفر للاحتراف

IBM SPSS Statistics Level 1 v2

Workshop

Budgeting and Forecasting Workshop:

- Methods of Developing a budget
- Elements of budgeting and its importance.
- Types of Budgets.
- Forecasting Problems and techniques.
- Advantages & Disadvantages of Forecasting.

Workshop Section Cash Flow:

- Importance of Cash Flow.
- Types of Cash Flow.
- How to Prepare Cash Flow.
- How to Analyze Cash Flow.

References

References upon Request