

Anwar Kanaan, CMA

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SKILLS

ERP Systems: SAP Business One, QuickBooks, Visual Dolphin, Wizard, Intacct Sage

Advanced Excel (Pivot Tables, VLOOKUP, Macros)

Financial Reporting: Month-end and year-end closing, financial statement preparation, reconciliation

Accounts Payable & Receivable: Invoice processing, vendor management, payment scheduling

Budgeting & Forecasting: Expense tracking, financial projections, cost analysis

Tax Preparation: Sales tax compliance, VAT reporting

CERTIFICATIONS

-Certified Management Accountant (CMA)	June 2024
-Certified Public Accountant (CPA)	In progress

EDUCATION

Beirut Arab University Bachelors of Business Administration in Economics	May 2019
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EXPERIENCE

Senior Accountant	Jan 2024 - Present
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Imperial Jet Europe GmbH | Munich, Germany

- Oversee the preparation and analysis of monthly and quarterly financial reports for the company's operations, ensuring compliance with industry regulations and accounting standards according to the LBA (German authority).
- Allocate cost to flights per leg, and ensure accurate allocation of invoices by leg
- Reconcile banks, credit cards, petit cash, and sales.
- Book prepayments, accruals, and depreciation expenses monthly
- AP functions such as daily bank payments and credit card
- Quarterly German VAT declarations and yearly European VAT declarations.

Financial Administrator - Tier 3	June 2023 – Jan 2024
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Touch Support - Chicago, IL

- Supervised and managed the financial administration for multiple healthcare facilities, ensuring smooth processing of transactions, vendor payments, and client invoicing.
- Responsible for high-level financial reporting, including monthly and quarterly reviews
- Coordinated with internal and external auditors to ensure compliance with financial regulations, resulting in successful audit outcomes.
- Trained and mentored junior financial administrators, improving team efficiency and accuracy in handling financial data.
- Supported the preparation of annual budgets, assisted in expense forecasting, and ensured timely reporting of financial performance against set targets.

Accounts Payable Accountant	June 2019 – June 2023
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I.M For Trade | Beirut, Lebanon

- Processed and reviewed vendor invoices for accuracy and ensured timely payment in compliance with company policies and contractual terms.
- Managed the accounts payable ledger, ensuring all transactions were accurately recorded and reconciled in the general ledger.
- Prepared and submitted weekly payment runs, maintaining positive relationships with vendors to ensure continued services.
- Assisted in the preparation of financial statements by providing accurate AP data for monthly closing activities.
- Monitored aging accounts payable and worked closely with the finance team to improve cash flow management and meet budgetary requirements.