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## **Professional Summary**

Experienced Senior Accountant with over 8 years of expertise in financial accounting, reporting, tax compliance, and system management. Adept at managing complex accounting operations across multiple regions, streamlining processes, and improving financial performance. Skilled in financial analysis, general ledger management, and account reconciliation, with a proven ability to collaborate effectively with cross-functional teams. Seeking an opportunity in a dynamic organization where I can leverage my expertise to contribute to operational excellence and financial success.

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## **Professional Experience**

### **Senior Accountant**

#### **Outdoor Media Group S.A.L. – Oct 2022 – Present**

- Manage full-cycle accounting for an international advertising group with branches across Africa, Cyprus, and Dubai, including new companies in construction (Code SS and Terranova).
- Efficiently post and process journal entries to ensure accurate recording of financial transactions for multiple entities.
- Perform monthly reconciliations of bank accounts, customer balances, supplier transactions, and cash, ensuring financial accuracy.
- Conduct detailed variance analysis and account reconciliations to ensure the integrity of financial statements.
- Collaborate with the CFO to monitor accounts receivable (A/R) aging and implement risk mitigation strategies.
- Manage and maintain the general ledger, ensuring accurate month-end, quarter-end, and year-end closing processes.
- Prepare financial reports, including profit & loss statements, balance sheets, and cash flow statements, to provide actionable insights to senior management.
- Coordinate with external auditors to facilitate smooth audits and ensure compliance with financial reporting standards.
- Oversee payroll processes, ensuring accurate calculations of wages, NSSF contributions, payroll taxes, and VAT returns in compliance with local regulations.

### **Senior Accountant**

#### **AFDC (Atris & Fattah for Development and Construction) – Jul 2019 – Aug 2022**

- Supervised project accounting, including budget development, supplier contract management, cost evaluation, and invoice verification.
- Prepared and reviewed comprehensive financial reports, including balance sheets, income statements, and cash flow statements.
- Managed accounts payable processes, ensuring timely payments to suppliers and vendors.
- Collaborated with international teams to ensure compliance with global accounting standards.
- Investigated and resolved discrepancies in financial transactions, audits, and accounting records.
- Maintained accurate project finance records for auditing and tax purposes, ensuring alignment with financial regulations.
- Drafted and reviewed sales agreements to ensure proper accounting of financial terms.

## Junior Accountant

### AFDC (Atris & Fattah for Development and Construction) – Apr 2018 – Jul 2019

- Processed daily accounting transactions, including journal entries, expenses, and ledger maintenance.
- Assisted in the preparation of monthly and year-end financial statements, adhering to company policies and accounting standards.
- Reconciled accounts payable and receivable, ensuring all transactions were completed accurately and on time.
- Supported external audits by preparing necessary documentation and schedules for auditors.
- Managed payroll processing, ensuring timely and accurate tax filings, including NSSF, VAT, and income tax.

## Internship

### BLOM Bank Retail – May 2016 – Nov 2017

- Aided in the debt collection process, maintaining follow-up with defaulting clients and coordinating legal actions when necessary.
- Supported the bank's legal team in initiating recovery procedures for delinquent accounts.

## Trainee

### Wehbe for Audit & Consultancy – Aug 2015 – Oct 2015

- Gained hands-on experience in data entry, journal vouchers, trial balance analysis, and account reconciliations.
- Helped in the application of international accounting standards (IAS 2, IAS 21, IAS 16) to ensure accurate financial reporting.
- Contributed to payroll processing and ensured compliance with local tax regulations, including NSSF and VAT.

## Trainee

### Fransabank SAL – Sep 2014

- Managed operational banking functions such as cash deposits, check processing, and transfers.
- Supported in commercial banking activities, including account openings, loans, and plastic card services.

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## Education

### Lebanese University

Master of Business Administration (MBA) – Accounting & Auditing | 2015 – 2016

### Lebanese University

Bachelor's Degree in Accounting and Auditing | 2013 – 2015

### Collège de la Sagesse Brasilia Saint-Jean

High School Diploma in Life Science (S.V.) | 2012

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## Skills

- **Accounting & Financial Reporting:** Financial Statement Preparation, General Ledger Management, Budgeting & Forecasting, Accounts Reconciliation.
- **Tax & Compliance:** VAT, NSSF, Income Tax, Payroll Processing, Tax Filing.
- **Audit & Control:** Audit Coordination, Risk Management, Internal Controls.
- **Software & Tools:** QuickBooks, The Wizard Cloud, Visual Dolphin, Microsoft Excel, Word, PowerPoint.

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## Languages

- **English:** Fluent
- **Arabic:** Native
- **French:** Fluent