

Kassem Abboud

Choueifat, Beirut | 76 686 336 | kassemabboud619@gmail.com

Objective

Detail-oriented Accountant with hands-on experience in bookkeeping, payroll, and financial reporting. Skilled in maintaining accurate financial records, supporting audits, and ensuring compliance with accounting standards.

Experience

Sakr Express | Junior Accountant | Mar 2025 – Present | Beirut, Lebanon

Motivated and detail-oriented Junior Accountant with experience in managing financial operations. Skilled in bookkeeping, invoicing, payroll processing, and expense tracking, with a strong focus on accuracy and compliance. Demonstrated ability to prepare and analyze financial reports, perform account reconciliations, and audit statements of accounts to ensure transparency and alignment with accounting standards. Adept at supporting monthly and yearly closings, maintaining organized financial records, and contributing to efficient financial management.

Haidar Audit Firm | Accounting Intern | Mar 2024 – Sep 2024 | Beirut, Lebanon

Accounting intern with hands-on experience in bookkeeping, data entry, financial reporting, payroll processing, and bank account management, assisting with account reconciliations and monthly closings.

Waves Jeans | Shop Manager | 2018 – 2024 | Beirut, Lebanon

Experienced clothing shop manager with 6 years in retail, skilled in sales growth, team leadership, inventory control, and customer service.

Education

Bachelor's Degree in Accounting and Finance | USAL | 2023

Additional Training:

- Payroll and NSSF Course (2025)
- Junior Accountant Program (2025)

Skills

Accounting Tools: Microsoft Excel, QuickBooks, Sage, ERP systems

Core Accounting Skills: Bookkeeping, Financial Reporting, Payroll Processing, Account Reconciliation, Invoicing & Billing, Expense Tracking

Financial Analysis: Trial Balance Preparation, General Ledger Maintenance, Auditing Support, Budget Monitoring

Soft & Organizational Skills: Accuracy, Time Management, Communication, Team Collaboration

Languages

Arabic (Native) | English (Fluent)