

# Paul Ibrahim

## Accountant

**Address:** Koura, North of Lebanon | **Phone:** +961 3 487 079

**Email:** Paul Ibrahim420@hotmail.com | **Nationality:** Lebanese

---

## Summary

Enthusiastic and detail-oriented Accountant with hands-on experience in financial management, including reporting, bookkeeping, and reconciliation. Proven ability to analyze costs, manage budgets, and oversee cash flow to support organizational financial stability. Adept at leveraging accounting software and internal controls to ensure accuracy and efficiency in financial processes. Fluent in English, with strong organizational and problem-solving skills, and a commitment to continuous learning and professional growth.

## Experience

**Accountant** - Sep/2025 to Present

**Sawa Experts (Accounting & Auditing Firm), Daher el ein, koura north of Lebanon**

- **Handle Daily Accounting Operations:** Process and record all financial transactions using EDM accounting software, including Receipts (RV), Payments (PV), Debit Notes (DN), Credit Notes (CN), and Journal Vouchers (JV) for expenses, sales, and purchases.
- **Account Reconciliation:** Perform regular reconciliations of customer accounts and bank statements to ensure accuracy and consistency in financial records.
- **Financial Reporting:** Prepare key financial statements, including Income Statements and Balance Sheets, in accordance with accounting standards.
- **Petty Cash & Monthly Reports:** Manage petty cash transactions and prepare monthly financial summaries and expense reports.
- **Audit Support:** Assist external auditors by providing accurate and well-organized financial data

**Accountant** – June/2023 to August/2025

**Marina Distribution Ltd., Accra, Ghana**

- **Customer Payments:** Received and recorded customer payments (cash/cheques) via Brain software (RV transactions); ensured accurate documentation and reconciliation.
- **Accounts Receivable & Collections:** Prepared weekly payment due reports; coordinated with sales team to implement collection strategies and enforce credit limits.
- **Account Reconciliation:** Reconciled customer accounts regularly to maintain accurate financial records and resolve variances.
- **Banking & Cheques:** Handled cheque deposits, tracked due dates, and performed timely bank reconciliations
- **Expense Management:** Recorded expenses, managed petty cash, and maintained weekly operational budgets.
- **Order Processing:** Reviewed and approved customer orders based on financial status and payment history.
- **Field Visits & Market Monitoring:** Conducted customer visits to review stock levels, track product movement, and identify sales issues.
- **Fleet Maintenance:** Oversaw vehicle servicing and maintenance; sourced spare parts based on price and quality for cost-effective repairs.

**Cashier Manager** – June/2022 to June/2023

**Marina Supermarket**, Accra, Ghana

---

- **Operational Oversight:** Ensure that all cashiers follow store procedures, maintain proper cash handling
- **Practices, and adhere to company policies**  
**Financial Management:** Oversee cash register operations, perform regular cash audits, and ensure
- **Accurate financial reporting.** Handle discrepancies or discrepancies in cash flow.  
**Customer Service:** Address and resolve customer complaints or issues escalated from cashiers and
- **Ensure high standards of customer service are met.**

Establish and maintain internal controls to safeguard financial assets and ensure accurate financial reporting.  
**Process Improvement:** Evaluate current checkout procedures and suggest or implement improvements to increase efficiency and customer satisfaction.

## Education

---

**Bachelor of Business in Banking and Finance** – Sep 2018 / June 2021

*American University of Technology, Fidar, Lebanon*

**Academic High School (Baccalaureate)** – Sep 2015 / June 2018

*High School Amioun, Amioun – Lebanon*

## Skills & Expertise

---

- |                          |                                       |
|--------------------------|---------------------------------------|
| • <b>Leadership</b>      | • <b>Negotiations &amp; Contracts</b> |
| • <b>Team Management</b> | • <b>Policies &amp; Procedures</b>    |
| • <b>Communication</b>   | • <b>Microsoft Office</b>             |
| • <b>Problem Solving</b> | • <b>Analytical Skills</b>            |
| • <b>Time Management</b> | • <b>Organizational Skills</b>        |
| • <b>Adaptability</b>    | • <b>Attention to detail</b>          |

## Languages

---

**Arabic:** Native | **English:** Fluent | **French:** Intermediate