

# Abed Al Nasser Kahil

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Motivated and detail-oriented finance professional with experience in managing project payments and conducting internal audits in the construction sector. Skilled in validating transactions, ensuring budget and contract compliance, minimizing financial risk through structured audits and data analysis using Excel and AppSheet. Experienced in HR and recruitment, including candidate sourcing, screening, and onboarding, as well as operations coordination to optimize processes and workflows.

## Experience

### **Transaction and Project Payments Manager| Treali Co. | Nabatieh, Lebanon**

**DEC 2024 – Oct 2025**

Conduct pre-payment audits for all payment vouchers to ensure proper documentation, budget compliance, and managerial approvals.

Monitor and verify direct and overhead costs across multiple construction projects using AppSheet and Excel dashboards.

Review supplier and subcontractor invoices to detect overpayments, duplicates or policy violations. Collaborate with accountants to reconcile bank payments with internal financial records.

Manages digital wallet accounts for employees and engineers, maintaining real-time accuracy and transparency in all financial movements.

Track depreciation schedules and equipment repair cycles to optimize asset management.

Support the accountant with VAT and tax preparation.

### **HR & Finance Assistant (Part-Time) | Nomad.Lb | Nabatieh, Lebanon**

**MAR 2024 – PRESENT**

Skilled in end-to-end recruitment, including sourcing, interviewing and onboarding candidates to meet organizational needs.

Proficient in handling invoices with accuracy and efficiency while managing client accounts to ensure seamless financial operations and strong business relationships

### **Operations Coordinator | Engineering gate Co. | Beirut, Lebanon**

**NOV 2022 – FEB 2024**

Assist in managing daily operations and project schedules, mentor team members on new processes and monitor project risks and opportunities.

Optimize profitability by identifying cost-saving measures, review client invoices and receipts, coordinate deliveries and submit weekly progress reports based on implemented activities.

### **Freelance Recruiter| Proactive Minds | Beirut, Lebanon**

**DEC 2022 – JUN2023**

Conduct end-to-end candidate sourcing and shortlisting based on client requirements, including defining search criteria, screening profiles, gathering candidate documentation and presenting qualified candidates to clients.

### **Recruitment Operations Intern| NOKNOK | Beirut, Lebanon**

## **SEP 2022 – NOV 2022**

Post job vacancies on recruitment platforms, coordinate with universities, charities, municipalities and develop talent pipelines for future hiring needs.

Assisted in the employment recruiting process to find qualified applicants by reviewing cv's, interviewing, reference checks, job offer and issuance of contract.

## **Human Resources apprentice| Makhzoumi Foundation | Beirut, Lebanon**

**APR 2022 – SEP 2022**

Assist in the recruitment process by screening candidates, scheduling and conducting interviews, preparing offer letters and sending rejection notifications.

Maintain daily attendance updates and employee data accuracy within the HRMS system.

Organize and manage personal files for new hires, coordinate training sessions, and facilitate online job postings.

## **Accountant Trainee| PATC| Saida, Lebanon**

**DEC 2017 – MAY 2018**

Handled core accounting tasks, including data entry, invoicing and payment processing. Prepared and recorded sales invoices, bank transactions and financial performance statements.

Assisted in income tax calculations for sole proprietorships, partnership, corporations and managed quarterly VAT submissions. Conducted daily and weekly account audits, ensuring compliance with policies and procedures.

Provided administrative support and assisted staff as needed.

## **Skills**

Microsoft Office Suit • AppSheet for Financial Tracking • Excellent time management skills • Conflict management • Financial Reporting & Analysis • Talent Acquisition & Screening • Inventory & Asset Management

## **Education**

OCT 2018 – AUG 2020

Master of Business Administration in Finance| Lebanese International University

OCT 2013 – JAN 2018

Bachelor of Accounting Information System | Lebanese International University

## **Language**

Arabic: Native

English: Business Fluent

French: Intermediate

## **Certification**

Financial Statement Analysis Workshop at Move Forward International (2019).