

Ammar Hallak

Accountant

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SUMMARY

A highly accomplished Accountant with over 4 years of experience managing complex financial operations across global markets, delivering measurable results in accuracy, compliance, and strategic growth. Proven record of accomplishment in supporting accounting activities for over 30 countries, coordinating with multiple branches across 5 time zones, and processing invoices with a 99.3% error-free rate. Ability in financial reporting, bank reconciliation, and risk mitigation, having conducted internal audits that reduced financial risks by 87% and uncovered discrepancies through monthly variance analysis. Adept at improving forecasting accuracy by 24%, reducing payment cycle time by 11%, and boosting vendors satisfaction. Looking to use international accounting experience and analytical capabilities to drive financial efficiency and operational excellence within a forward-thinking organization.

PROFESSIONAL EXPERIENCE

AP Senior Accountant – June 2022 - Present

CMA CGM

- Designed long-term financial strategies aligned with company objectives, leading to a 21% growth in revenue.
- Supported accounting operations for over 30 countries, ensuring timely adherence to diverse finance regulations
- Created detailed Excel reports, enhancing data accuracy by 26% across multi-country AP tracking processes.
- Maintained high-volume accuracy, processing invoices with 99.3% error-free rate under tight monthly deadlines.
- Conducted two internal financial audits to identify areas for improvement and mitigate 87% of financial risks.
- Developed a comprehensive tracking system for outstanding payments, decreasing overdue invoices by 13%.

- Reduced payment cycle time by 11%, boosting vendor relationships through prompt payment processing.
- Coordinated with multiple company branches, ensuring consistent accounting support across 5 time zones.
- Delivered monthly financial reports to clients, supporting transparency and improving client trust by 18%.

Accountant – May 2021 - June 2022

Mobitel

- Aided accounting operations, processing 100% of invoices and reconciliations across departments monthly.
- Prepared financial reports for senior management, ensuring 100% compliance with regulatory standards.
- Reconciled bank accounts monthly, cutting financial discrepancies by 31% and boosting reporting efficiency.
- Worked closely with telecom clients to resolve financial discrepancies, achieving a 93% resolution rate.
- Used an advanced internal company system to track payments and inventory, reducing supplier delays by 18%.
- Monitored all company transactions and cash flow daily, increasing financial forecasting accuracy by 24%.
- Conducted monthly variance analysis on budget vs. actual expenditures, correcting five-figure worth of errors.

EDUCATION

Bachelor's Degree in Accounting and Finance

September 2018 – April 2021

Beirut Arab University

GPA: 3.45

SKILLS

- Highly proficient in Accounts Payable, Financial Reporting, Bank Reconciliation, Variance Analysis, Cash Flow Management, Invoice Processing, Financial Auditing, Budget Monitoring, Forecasting Accuracy, Regulatory Compliance, Vendor Management,

Payment Cycle Optimization, Cross-Border Accounting, Strategic Financial Planning, Excel Reporting, Risk Mitigation, Multi-Currency Accounting, Data Accuracy, Interdepartmental Coordination, and Internal Controls.

- Knowledge in Oracle, Sage, Microsoft Excel, QuickBooks, SAP, Xero, Zoho Books, NetSuite, FreshBooks, Microsoft Dynamics 365, Wave Accounting, Tally ERP, PayPal, Tableau, Power BI, Google Sheets, BlackLine, Coupa, Expensify, SAP Concur, Microsoft Office Applications, and Google Workspace tools.

LANGUAGES

- Arabic (Native)
- English (Fluent)