

Layla Salhab

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Personal Statement

I am a detail-oriented accountant with expertise in financial management, VAT and salary taxation, reconciliation, and forecasting. With experience in NGOs and audit firms, I excel at preparing balance sheets, leveraging advanced tools like pivot tables, and collaborating with cross-functional teams to ensure accurate reporting, compliance, and strategic financial planning.

Work Experience

Accountant. Ets Daye for Auditing and Consulting.

Full-time. Beirut, Lebanon. March 2023 – Present

- Conducted comprehensive audits for a variety of clients, ensuring compliance with Lebanese regulations and international accounting standards (IFRS).
- Prepared and analyzed financial statements, including balance sheets, income statements, and cash flow statements, to identify discrepancies and areas for improvement.
- Reviewed and reconciled accounts, ensuring accuracy and adherence to financial reporting standards.
- Assisted in the preparation of tax returns, including VAT and salary tax, while ensuring timely filing and compliance with local tax laws.
- Collaborated with cross-functional teams to gather data and implement effective internal controls.
- Supported financial forecasting and budgeting processes by providing accurate and detailed analyses of client financial data.
- Used accounting systems and tools to streamline audit processes, improving efficiency and reducing errors.
- Provided actionable recommendations to clients to optimize financial performance and ensure regulatory compliance.

Senior Accountant. INSAN Association.

Full-time. Beirut, Lebanon. Feb 2019 – March 2023

- Managed day-to-day financial operations, including accounts payable, accounts receivable, and payroll processing, ensuring accuracy and compliance with donor guidelines.
- Generated detailed financial reports for internal stakeholders and external donors, maintaining transparency and accountability.
- Ensured compliance with local tax regulations, including VAT and salary tax, while managing timely filing of tax returns.
- Conducted reconciliation of bank accounts, grants, and project budgets to maintain accurate financial records.
- Collaborated with program managers and cross-functional teams to align financial practices with operational needs and project goals.
- Supported external audits by preparing documentation and responding to auditor inquiries, ensuring adherence to NGO financial policies.
- Utilized accounting software and tools to track expenses, manage funds, and enhance reporting

Accountant. Kasco.

Full-time. Beirut, Lebanon. March 2014– Sep 2016

- Accurately entered and maintained financial data in accounting systems, ensuring up-to-date and error-free records.
- Prepared detailed statements of accounting, including reconciliation of accounts and financial reporting.
- Assisted in the preparation of monthly and yearly financial statements.
- Ensured compliance with company policies and accounting standards.
- Conducted data audits to identify and resolve discrepancies in financial records.

Education

- **Technical Bachelor's Degree, Accounting and Auditing.** Amart Technical College, 2017 – 2022

Skills

- **Microsoft Excel:** Proficient in data analysis, pivot tables, VLOOKUP, and macros for efficient financial management.
- **Google Workspace:** Skilled in using Google Sheets, Docs, and Drive for collaborative financial tasks and data management.
- **Microsoft SharePoint:** Experienced in managing and organizing financial documents and records on SharePoint.
- **Accounting Software:** Proficient in [e.g., QuickBooks, Sage, Tally, or other tools you've used].
- **Data Entry:** High-speed and accurate data entry in both spreadsheets and accounting systems.
- **Financial Reporting Tools:** Hands-on experience with generating reports and reconciling accounts.

Languages

- **English:** Good/Professional working knowledge
- **French:** Good/Professional working knowledge
- **Arabic:** Native/full professional knowledge