



Maarouf Hussien, Accountant

• Beirut, Lebanon

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Professional Summary

Experienced and adaptable Accountant with 7+ years of experience accounting professional with more than three years combined experience in accounting and auditing roles. Skilled in numerous financial and accounting fields, including: preparing annual budgets, monitoring key accounts and credit control. Having the ability to handle complex assignments effectively & possessing the confidence to work as part of a team or independently.

Objective

Position in a company in accounting wherein education, experience and skills can be efficiently utilized while providing the opportunity to increase my knowledge and experience by fulfilling the following underlying objectives of accounting:

- ◆ Facilitate management control
- ◆ Assess the taxable income and the sales tax liability
- ◆ Provide requisite information to different parties, i.e., owners, creditors, employees, management, Government, investors, financial institutions, banks etc...

Education

Lebanese University

Bachelors in Business Administration - Accounting

2012-2017

Maroon Abboud Official Secondary School, Aley

Lebanese Baccalaureate

2011-2012

Experiences

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01/2019- Present

ACCOUNTING

- ◆ Bank and suppliers reconciliation.
- ◆ Tax, payroll, and account processing.
- ◆ Reconcile accounts in a timely manner
- ◆ Daily enter key data of financial transactions in database
- ◆ Process credit cards, credit checks with bank statements
- ◆ Stock inventory reports

FINANCE & ACCOUNTING INTERNSHIP

Hamadeh Accounting Auditing and Consulting - Beirut, Lebanon.

05/2017-09/2017

- ◆ Working as part of a team on audit engagements performing analytical and audit testing procedures for trading contracting and service companies.
- ◆ Planning and performing the audit procedures, preparing financial statements and resolving client concerns.

- ◆ Preparation of the Commissioner's report.
- ◆ Helped with tax, payroll, and account processing.

Qualifications/ Skills/ Abilities

- ◆ Administering payrolls and controlling income and expenditure
- ◆ Business Process Improvement
- ◆ Customer service, cashier, accounting office and/ or service desk experience, particularly in a grocery or retail setting
- ◆ Sales Analysis
- ◆ Experience in the usage of SAP accounting program , Omega software.
- ◆ Experience in the usage of computers and office software packages (MS Word, Excel, etc.).
- ◆ Fluent in Arabic and speak English fluently (writing and reading)
- ◆ Highly detail oriented and organized in work

Excellent references upon request