

Asaad Shehimi

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SUMMARY

Results-driven finance professional with 8 years of experience in accounting, financial operations, administrative support and transaction execution. Proven ability to ensure financial accuracy, manage complex transactions, and maintain compliance with legal and financial standards. Proven ability to provide specialized financial and administrative support. Fluent in English and Arabic with strong interpersonal and communication skills.

WORK EXPERIENCE

Senior Accountant, Lebanese Red Cross, November 2024 – Present

- **Bank & Cash Management:** Processed accounting transactions, reconciled bank accounts, investigated discrepancies, and ensured timely approvals while maintaining accurate financial records.
- **Financial Recording & System Operations:** Posted financial transactions, implemented internal accounting controls, processed payroll payments.
- **Accounts Payable & Supplier Management:** Maintained supplier accounts, processed payments, reconciled supplier accounts, and followed up on outstanding payments.
- **Documentation & Reporting:** Filed and archived supporting financial documents, provided the Finance director or Chief Accountant with required information and updates.

Accountant, International Committee of the Red Cross in Lebanon, March 2022 – January 2024

- **Managed Accounting Entries:** Accurately imputed and recorded financial transactions into the organization's accounting system, ensuring the integrity of financial data.
- **Invoice Documentation Verification:** Thoroughly reviewed and validated all necessary supporting documents accompanying invoices, ensuring compliance with financial guidelines and regulations.
- **VAT Refund Processing:** Proficiently prepared and submitted Value Added Tax (VAT) refund claims, contributing to the organization's fiscal efficiency.
- **Financial Reconciliation:** Conducted daily reconciliation of cash statements and suppliers' accounts, identifying discrepancies and facilitating financial accuracy.
- **Payment Processing:** Effectively prepared and processed payments using various methods, including cash, checks, and bank transfers, while maintaining stringent financial controls.
- **Cashier Replacement:** Demonstrated versatility by assuming the responsibilities of the cashier during their absence, ensuring seamless financial operations.

Cashier, International Committee of the Red Cross in Lebanon, Sept 2017 – Feb 2022

- **Payment Processing:** Effectively issued payments to suppliers, landlords, and consultants utilizing various methods, including cash, checks, and bank transfers, ensuring timely and accurate financial transactions.
- **Cash Management:** Held responsibility for the disbursement of cash and payments, as well as the collection of cash from financial institutions, maintaining a high level of financial integrity.
- **Supplier Documentation:** Ensured compliance with legal and financial standards by meticulously verifying the accuracy of all legal and financial documents for suppliers, subsequently creating and maintaining supplier files within the accounting system.
- **Daily Cash Reconciliation:** Conducted daily cash counts, meticulously verifying the alignment of cash balances with journal entries to guarantee financial accuracy and accountability.

Junior Accountant, AZADEA, Lebanon, Sept 2016 – Sept 2017

- **Daily Accounting Entries:** Diligently executed daily accounting entries, ensuring accurate and timely recording of financial transactions.
- **Bank and Suppliers' Reconciliation:** Proficiently conducted bank and suppliers' reconciliation, playing a key role in maintaining financial accuracy and ensuring that accounts were in alignment.

EDUCATION

MBA in Management Information System, Lebanese International University, Lebanon 2019 - 2024

Bachelor of Banking and Finance, Beirut Arab University, Lebanon 2008 - 2013

SOFT AND TECHNICAL SKILLS

- Proficient in Microsoft Office Suite (Word, Excel)
- Strong organizational and time management skills, with the ability to prioritize tasks and meet deadlines.
- Excellent communication skills in English and Arabic, with the ability to work effectively in multicultural environments.
- Detail-oriented with a focus on accuracy and confidentiality in handling sensitive information.
- Proven ability to adapt to changing demands and work collaboratively in team settings.