

Marc Waked

HR

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Summary

Accountant with 4+ Years of experience transitioning into HR. Bringing analytical skills and structured

Education

Master's Degree in Finance

– 2021 Lebanese University,
Beirut Lebanon

Bachelor's Degree in

Finance – 2019 Lebanese

University, Beirut Lebanon

approach to people and organizational development.

Experience

HR Intern – Café Najjar November 2025- Present

- Maintaining record of the Manual applications.
- Assisting interviews.
- Preparing Employee's candidate evaluation form.
- Preparing Candidate 's evaluation form.
- Posting new openings on LinkedIn

Accountant- Medicals international April 2025 – October 2025

✓ **Effectively managed Accounts Payable and Accounts Receivable reconciliations.**

✓ **Maintained high productivity in a fast-paced, deadline-driven environment. Main tasks :**

- Handle daily bank reconciliations and ensure accurate matching of balances and transactions.
- Reconcile branches, suppliers, and accounts receivable accounts to maintain financial accuracy.
- Monitor and control cash operations through detailed cash box reconciliations.
- Post all invoices, including intercompany and operational, in a timely and controlled manner.
- Prepare and analyze weekly and monthly reports, including Sales & Collection (Aging) and DHL Pending AWB reports.
- Implement and maintain internal controls to ensure compliance with company policies and audit standards.
- Work closely with management to support financial decision-making and operational efficiency.
- Utilize Visual Dolphin ERP system for all accounting processes and reporting.

Accountant – Azzi & Osta- Sin el Fil March 2024- April 2025

- Reconcile Cash box and Bank and make the necessary transactions in order to settle monthly reports.
- Documentation Clients/Vendors, with relative's documents and correspondents. (verifications transactions)
- maintain proper accounting filing for the above tasks, clear and accessible to colleague in accounting.
- Tracks intercompany transactions.
- Data entries general expenses.
- maintain records assets, and deferred charges and inventory count with proper filing for the above tasks, clear
- and accessible to colleague in accounting.
- Compiles information and prepares spreadsheets to assist Accountant II and III
- Support Chief accountant and FM in their tasks and taxations preparations (VAT and Income tax) and check continuously daily tasks.

Accountant – 04/2021 to 12/2023 LIA Assurex, Beirut, Lebanon

- Supervise and coordinate the daily activities of the cashiers and ensure their work progress are in accordance with the company rules and regulations.
- prepare invoices, and post receipts and credit card transaction while ensuring accuracy and conducting reports and analysis of the data.
- Reconcile the bank accounts, prepare weekly and monthly reports, provide data entries, maintain return check accounts, and assist in the preparation of the monthly balance sheet

Extra-Curricular Activities

Ex-Com Member, Foi et Lumière – 2018 to Present

Member, YPO – 2016 to Present

Scout, St Esprit Kobeizi Group – 2005 to 2018

Skills & Expertise

- Leadership & Team Management
- Communication & Negotiations
- Problem Solving
- Strategic Planning
- Data Analysis
- Time Management
- Budgeting & Forecasting
- Decision Making

Languages

Arabic: Native | **English:** Fluent | **French:** Fluent