

Rawan Al Masri

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Experienced accountant with over 6 years in FMCG, pharmaceutical, and trading sectors, specializing in costing, financial reporting, and supplier coordination. Proficient in ERP and accounting systems including Oracle, ACI Bee2, and Softpharm, complemented by strong skills in Microsoft Office. Holds a Bachelor's degree in Accounting Information Systems with high distinction, combining technical expertise with practical business insight.

Experience

MAY 2023 – PRESENT

Accountant/Food & Drugs Corporation FDC

- Oversee product and operational costing across FMCG and pharmaceutical categories, ensuring accuracy in cost structures, profitability analysis, and margin control.
- Manage supplier accounts, including invoice matching, payment processing, and reconciliations, in coordination with procurement and supply chain teams.
- Coordinate with the supply chain and logistics departments to ensure smooth financial handling of import procedures, including the clearance process for shipments arriving through the Port of Beirut.
- Collaborate with international suppliers, local agents, and internal teams to resolve documentation or payment issues affecting the clearance or release of goods.
- Manage interactions with banks, including preparing and executing local and international transfers, monitoring cash flow, and supporting treasury operations.
- Monitor and record transportation and logistics expenses, helping optimize cost tracking from port arrival to warehouse delivery.
- Provide periodic reports on overall business costs, supporting budgeting, forecasting, and decision-making processes.
- Support internal audits and ensure financial compliance with tax, legal, and regulatory standards.
- Utilize ERP systems and accounting tools to maintain accurate and timely financial records.

JUNE 2022 – APRIL 2023

Accountant/ SADCO, Sami Dandan & Co.

- Managed supplier accounts, processed payments, and performed account reconciliations.
- Recorded inventory and product costs, including import, clearance, and logistics expenses.
- Coordinated with supply chain and logistics teams to ensure accurate financial tracking of inbound shipments.
- Supported bank transfers, payment follow-ups, and statement reconciliations.
- Assisted with payroll entries, internal cost allocations, and monthly closing tasks.
- Maintained financial records using accounting and ERP systems.

JANUARY 2019 – MAY 2022

Accountant/ Global Financial Consultants S.A.R.L

- Handled daily accounting transactions including data entry, accruals, bank operations, petty cash, and payment processing.
- Managed costing activities and coordinated with various clients.
- Reconciled statements for clients, suppliers, banks, and creditors.
- Monitored and followed up on local and international purchase orders, customs documentation, and expense invoices.
- Prepared financial reports and supported month-end, year-end, and audit processes.

JANUARY 2018 – DECEMBER 2018

Assistant Accountant/ ADMIX Co. for General Trading S.A.R.L

- Supported daily accounting operations including data entry, invoice processing, and petty cash handling.
- Assisted with bank reconciliations, supplier payments, and filing of financial documents.
- Helped maintain accurate records of expenses and purchases.
- Provided support in preparing basic financial reports and documentation for audits.
- Acted as a key point of contact for internal departments regarding invoice status, payment follow-ups, and document clarification.

Skills

Technical Skills

- Productivity Tools: Microsoft Word, Excel, PowerPoint
- Accounting & ERP Systems: Oracle, ERP System, ACI Bee2, Paradox, MCC, Softpharm

Education

JULY 2017

BACHELOR'S DEGREE IN ACCOUNTING INFORMATION SYSTEM/ **Lebanese International University, Beirut - Lebanon**

With a high distinction Placed on Deans Honor List GPA 3.94/4

Languages

Fluent in Arabic (mother tongue) and English: Read, spoken and written.

Please ask for the desired reference; can be provided upon request.