

Hadi Rachidi

Intermediate Accountant

Address: Muscat, Oman | **Phone:** +96171516993 | +96898153704

Email: rachidihadi01@gmail.com | **Nationality:** Lebanese

Summary

A dynamic accounting professional with extensive experience in financial data management, bank reconciliation, and compliance across multiple countries. Skilled in handling shipping accounting processes and ensuring accurate financial oversight in diverse environments. Demonstrates exceptional abilities in financial reporting, team coaching, and problem solving, committed to delivering high-quality results and collaboration in fast-paced settings.

Experience

Assistant Store Manager - E-Commerce Online Operations- 05/2026 to Present

Talabat (Mart), Oman

- Handled customer order issues, delivery changes, and post-order support similar to e-commerce customer support workflows.
- Coordinated pickers, dispatchers, and drivers to ensure timely order processing and delivery success.
- Handled customer communication for order confirmations, substitutions, and delivery rescheduling.
- Investigated failed deliveries and implemented corrective actions to improve success rate.
- Monitored stock availability and out-of-stock issues to reduce order cancellations.

Assistant Store Manager – Operation – 04/2025 to 12/2025

Sultan Center, Kuwait

- Successfully completed cross-functional training across multiple departments including supermarket operations, fresh food, front-end, logistics, and commercial divisions, gaining a holistic understanding of retail business functions.
- Acquired hands-on experience in merchandising, pricing strategies, promotional planning, and supplier coordination, directly supporting sales growth and margin improvement.
- Developed strong leadership, analytical, and commercial management skills within a fast-paced, high-volume GCC retail environment

Intermediate Accountant – 07/2022 to 03/2025

CMA CGM, Lebanon

- Process and upload bank statements to Oracle, ensuring accurate financial data management
- Generate and reconcile receipts for bank transactions, effectively closing open receipts with corresponding invoices
- Manage credit notes, apply for refunds and process commissions to maintain accurate financial records
- Create and issue checks, ensuring timely closure with associated invoices and proper application of check remittances
- Develop receipt lines for cash customers and maintain the debtors' ledger for accurate financial tracking
- Reduce unapplied and unidentified rates through diligent monitoring and reconciliation efforts
- Compile and submit daily and monthly reports, including Unidentified and Management Information System (MIS) reports, to support decision-making
- Coach and mentor colleagues in new systems, contributing to resilience and succession planning within the team
- Manage shipping accounting processes for multiple countries, ensuring compliance and accuracy across regions
- Test LISA (SAP) software and provide comprehensive training to team members, enhancing overall operational efficiency

Education

Bachelor's Degree in Business Administration (Accounting & Auditing) – 2024
Antonine University, Lebanon

Certificates & Trainings

- Training on Oracle, SAP & Sage Accounting Software
- Principles of Financial Accounting IESE Business School – 2020
- Prevention of Sexual Exploitation and abuse (PSEA) provided by UNICE

Skills & Expertise

- | | |
|--|--|
| <ul style="list-style-type: none">• Financial Data Management• Bank Reconciliation• Receipt Management• Credit Note Processing• Commission Management• Debtors Ledger Maintenance• Rate Reduction• Financial Reporting• Compliance Knowledge | <ul style="list-style-type: none">• Shipping Accounting• Software Testing (LISA)• Training and Development• Cash Flow Management• Excel Proficiency• Oracle Expertise• Sage System Proficiency• Data Analysis• Team Coaching |
|--|--|

Languages

Arabic: Native | **English:** Fluent | **Portuguese:** Beginner