

# Marwan ABDULMALAK

ADEEB ISHAC STREET REBEIZ BUILDING 4<sup>TH</sup> FLOOR HOTEL DIEU ACHRAFIEH

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## Summary

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I am a comprehensive Accountant Specialist, working on ERP implementation, Automation of Processes thru Excel Functions and Logical reporting.

I have been working with Lebanese companies since 2011 on updating their Accounting softwares, managing and administrating their departments, reporting standards and Audit review whether external Auditors or Governmental Intern five year Fiscal Audits

I have worked on all Fiscal Reports (M.O.F portal) including R6, R5, R10 and VAT

## Skill Highlights

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- ERP Implementation
- Accounting Entries & Cost Centers
- Mentorship
- Mathematics

## Experience

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**Senior Accountant-** 04/2020 to 02/2021

**Green Glory s.a.l, Beirut, Lebanon**

- Administration of Microsoft Dynamics Accounting System, Accounting Entries in receivables & payables modules
- Posting Purchase Invoices as well as adding the External Charges and reporting Final Cost
- Posting Salary Entries, Social Security and Income TAX
- Compiling VAT Data for Auditors Review
- Bank Reconciliation

**Part time Accountant** - 10/2018 to 6/2019

**Pharmacy Express Champs Complex, Hazmieh, Lebanon**

- Full Accounting Entries except for Purchases & reporting including Financial Statements
- Daily Cash Management of Collection from Cash and P.O.S Receipts
- Bank Reconciliation

**Senior Accountant** - 05/2018 to 09/2018

**BATCO (Badawi Azour Trading & Contracting, Dbayeh, Lebanon**

- Automation & Compilation of Receivables including retention & Advance Payments
- EOSB provisions update + Automation of Calculation of E.O.S.B Provision

**Project Accountant Receivables - 01/2018 to 03/2018**

**Quality Telecom Services QTS, Jal el Dib, Lebanon**

- E-Supplier Collaboration Administration
- Automation of the Receivables Report including cash flow as per Customer payment terms

**Accountant - 06/2017 to 11/2017**

**Drug Store Pharmacy, Fayadieh, Lebanon**

- Accounting except for Purchases of Salaries, Social Security including visiting the Social Security Offices in Badaro (wikala)
- Daily Cash Management of Collection from Cash and P.O.S Receipts
- All fiscal reporting including Income TAX, VAT, (R6, R5, R10 + their payments)
- Bank Reconciliation

**Finance Officer - 07/2017 to 09/2017**

**Diakonia Swedish INGO, Badaro, Lebanon**

- Remotely administration of Microsoft Dynamics System + Project Budget reporting
- All fiscal reporting including Income TAX, VAT, (R6, R5, R10 + their payments)
- Posting Salary Entries, Social Security and Income TAX
- Bank Reconciliation

**Chief Accountant - 08/2016 to 06/2017**

**Charles Catafago & Co. s.al, Ras el nab3 , Lebanon**

- Strictly compilation of Financial Reporting

**Accountant - 05/2016 to 08/2016**

**MMG Facility Management, Dora , Lebanon**

- NORIA ERP and soon to implement ORACLE JD Edwards
- Audited Accounts 42811 (Personnel) & 438002 (Receivables from NSSF)
- Submitted Financials for Q1 -2016 6.
- Submitted and Aided E&Y for Financials 2015 including providing them with the TB Allocations that they can report as per Direct & Indirect Costs.
- Passed all PENDING Transactions of April 2016.
- Provided an Aging Report for Payable
- Completed Bank Reconciliation
- Completed the Sheets for E&Y Corporate Income Tax 2015

**Consultant Financial - 01/2016 to 04/2016**

**AMB Holding, Tabaris , Lebanon**

- Bank reconciliation
- Financial Statements
- Break Even reporting for Project Budgeting & Investment Analysis

**Outsourced Accountant - 12/2013 to 11/2014**

**Vision & Revision, Corniche al nahr , Lebanon**

**Outsourced Senior accountant @ Alcatel -MENA (Lebanon Branch)**

- Record all types of invoices and receipts in SBO for end of month payments Processing of mission advances and expense claims Reconcile bank and cash statements Funds
- Request Preparation of payment requisition with appropriate supporting documentation
- Uploading the monthly payroll into the SBO accounting system Preparation of NSSF, tax on salary, and VAT payments Export file Annual income tax filing Follow up of all fiscal controls with Ministry of Finance

**Outsourced Senior Accountant @ Levant Factors s.a.l**

- Daily Data Import from Operating System to Accounting system Daily
- Reconciliation of Suspense & payable Account/ Collection Account Monthly Reconciliation between Kasite and Tally ERP 9
- Monthly calculation of pre-received Interest Quarterly, Semiannual & Annual reporting to MOF VAT & tax on Salaries Quarterly & Annual reporting to NSSF (< than 10 employees)
- Monthly Financial Reporting including Income , Balance Sheet to Shareholders

**Accountant Receivables - 12/2012 to 11/2013**

**Group JWA (retail + Import), Tabaris , Lebanon**

- Follow up on a daily basis the collection of all business units' sales report.
- Make sure the sales inventory transactions are matched with the sales report and contact the IT Dept. to update the inventory system in case of non-conformity.
- Make sure the cash is reconciled with the sales inventory data.
- Reconcile the daily cash and bank movements.

**Accountant - 03/2012 to 07/2012 (covering for Maternity Leave)**

**AROPE Insurance, Hamra, Lebanon**

- Debtors Confirmation Balance & Debtors Statement of Account (including O/S Balances)
- Debit & Credit Note Vouchers
- Journal Vouchers

**Accounts Payable - 11/2011 to 02/2012**

**Imperial JET s.a.l, Down Town Markazie Building, Lebanon**

- Supplier SOA Reconciliation & Payments
- Bank Reconciliation

**GCC: Gulf Cooperation Council (Kingdom Saudi Arabia & Qatar Countries)**

**Senior Accountant - 12/2009 to 08/2011**

**Qatar District Cooling (part of UAE Tabreed & al fardan Group), Ad-doha Qatar**

- Manage G/L Accounting (Interest Expense on Loans, Interest Income from FD, Accrual
- Manage Asset Addition & Maintenance
- Manage monthly Reporting (Financial Statements)
- Manage Cash Flow Forecasting for Loan Interest , Land Rent & Contractor payments
- Manage External Audit Reviews : Provide reconciliations and review Financial Statements

**Accountant** - 04/2008 to 11/2009

**GE International (GBS), AdDoha Qatar**

- Managed remotely a Third Party Resource in India.
- Booked and processed more than 158 invoices that impact the P/L on a monthly basis
- Performed Reconciliation on High Risk Balance Sheet Accounts Initiated special projects to improve efficiencies, processes and internal controls

**Accountant** - 07/2006 to 04/2008

**Arabian BEMCO (Contracting), Jeddah Eastern Province Kingdom Saudi Arabia**

- Recorded & processed Revolving Letter of Credits in millions of Saudi Riyals worth of Direct Material Purchased for on-going construction projects.
- Coordinated with the Budget, Commercial & Treasury Department on Contracts & Cost approvals.
- Reported local Statuary reports on Fixed Assets Purchases and Expenses from Lease rental Equipment and Sub-contracting activities.

**Project Controller** - 08/2003 to 06/2006

**Zuhair Fayez Partnership, Industrial Division (Design Consultancy) al-Khobar Eastern Province KSA**

- Managed the manpower Budget Report that was presented for project bidding.
- Prepared the Prior Approvals to mobilize Engineers, technicians and staff on projects.
- Prepared reports pertaining to Service order Deliverables

## Education

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Bachelor Business Studies: **Business Accounting & Management- 2000**

**Lebanese American University, Beirut Lebanon**

Master International Law UN Systems: **Human Rights & Democratization-2001**

**University of Malta, Malta**