

Samer El Soufi

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Summary

Senior Accountant & CMA student with a proven track record of handling a diverse range of financial accounting & analysis responsibilities. I always strive for a higher achievement in my field. Skilled in Negotiation, Business Planning, Microsoft Office, and Analytical Skills. I am an effective team player possessing leadership skills and strong core competencies needed to successfully deliver results in today's business environment namely: perseverance, continuous learning, and a positive can-do attitude.

Education

B.S. in Accounting and Auditing–University of Balamand – December 2017

- Focus areas: Financial Accounting, Finance, Financial Analysis, Statistics, Audit (Internal, External), Tax, & Operations Research.

Diploma in Management – University of Balamand – December 2017

- Focus areas: Project Management, International Management, Human Resources, Organizational Behavior, and Strategic Management.
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Work Experience

Bridge Capital Holding SAL (Family Office) – July 2020 till Present

- Handling Accounting of certain companies
 - Maintain accurate and up-to-date financial records, including general ledger entries, accounts payable, and accounts receivable.
 - Prepare financial statements reports & ensure that deadlines are met.
 - Ensure financial records are maintained in compliance with accepted policies and procedures.
 - Maintain accurate and up-to-date cash flow statements for the company and its related subsidiaries monthly & control revenues/expense.
 - Collaborate in the budgeting and forecasting processes, providing financial data and analysis to support accurate planning.
 - Prepare monthly/yearly closings.
 - Maintain vendor records and collaborate with internal & external stakeholders to resolve any invoice processing queries.
 - Provide excellent customer service to both internal and external stakeholders by responding promptly and professionally to inquiries related to accounts payable.
 - Work closely with external auditors during the audit process, providing access to financial records, supporting documentation, and necessary explanations.
 - Record monthly, quarterly, and annual tax declarations (Income Tax, VAT, Tax on Salaries, etc..).
 - Assist in bank account opening forms and due diligence, FATCA/CRS, W-8BEN-E and KYC requirements.
 - Reconcile of bank accounts, inter-company balances, etc....
 - Assist in the monthly review of trial balances and operating statements.
- Managing different Real Estate Investments inside & outside Lebanon
 - Create financial model of different portfolios to evaluate potential real estate acquisitions, disposals, and development projects.
 - Record Financial transactions & ensure that these records are maintained in compliance with accepted policies & procedures of different portfolios.
 - Collaborate in the development and monitoring of property-level budgets and forecasts.
 - Analyze financial data to identify variances and propose strategies for improvement.
 - Work with tax professionals to optimize tax strategies for real estate holdings.
 - Monitor cash flow, funding requirements, and ensure adequate reserves for property maintenance and capital improvements.
 - Prepare Financial Statements & investigate financial information on monthly and annual basis.

Infratech SAL – December 2019 till June 2020

- Maintained the general ledger operations.
- Assisted with the preparation, analysis and verification of accounting records and reports to ensure accuracy and adherence to reporting and procedural standards.
- Supported the month end close process.
- Resolved AP and AR problems with vendors and customers.
- Requested bank statements at the end of each month to reconcile with our data entry.
- Assisted with tax filings according to MOF monthly, quarterly, and yearly.

International Computer & Communication Systems - March till November 2019

- Recorded daily transactions (Invoices, Cash receipts & payments vouchers, Checks, Bank deposits & withdrawals, Transfers, and petty cash).
- Requested Bank Statements at the end of each month to reconcile with our data entry.
- Reconciled customers and vendors statement continuously for confirmation.
- Reconciled sister companies on monthly basis before closing the month.
- Follow up with banks on transfers we have made to our vendors outside Lebanon.
- Issued checks for vendors to close due date invoices.
- Participated in physical inventory counting under the observation of auditor to check our records against actual stock.

Modern Paper Converting Factory – March 2018 till February 2019

- Recorded daily journal entries.
- Prepared payment and receipts vouchers.
- Checked customer's balances and invoices to follow up on collection.
- Prepared NSSF sheet form for employees.
- Introduced to few types of VAT such as (R3, R4, and R5) according to MOF.

Internships

Lebanese Central Bank – August 2017

- Introduced to Central Bank core and support departments and their functions through a series of workshops by the department managers:
 - Core functions: Checks Clearing, Payment Systems, Foreign Exchange, BDL Monetary Policies and International Operations, Cash Operations, Financial Markets, Financial Operations, Inspection and Audit.
 - Support Functions: Accounting, IT, HR, Organization Development, Legal Affairs, Statistics and Economic Research.

Deloitte & Touche Lebanon - August 2016

- Gained an in-depth overview of external audit activities:
 - Reviewed client accounting and operating procedures and systems of internal control.
 - Identified accounting and auditing issues; perform research to solve issues that arise.
 - Assisted audit engagement teams in performing a variety of assurance and testing work for a portfolio of diversified clients in different industries.
 - Participated in field work at client sites.

Certifications Preparing Financial Statements - Certificate of Attendance in 2019

- One day workshop by Business Consulting and advising International Co

Project Management Professional (PMP) - Certificate of Attendance in 2017

- 35 Professional Development Units (PDUs)

Technical Skills

- Familiar with Accounting Software:
 - Dynamics 365 Business Central
 - SAP Business One
 - Advanced Excel level, can perform PIVOT, and various functions & formulas
 - Well versed in Microsoft Office applications (Excel, Word, Project and Power Point).
 - Fluent in English and Arabic, good in French.
 - Good attention to details and accuracy.
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