









MAZEN SALEM SHALLAK

A confident, multi-skilled & capable accountant with excellent knowledge of finance & accounting procedures. Exceptional analytical & problem-solving skills & able to provide financial information to all areas of the business whilst ensuring that all management information is accurate. Having a proven ability to drive out inefficiencies through process improvement as well as assist in the maintenance & development of financial systems and accounting procedures.

Now looking for a new & challenging accountancy position, one that will make best use of my existing skills and experience & further my development.

PERSONAL

-  **Name**
Mazen Salem Shallak
-  **Address**
Mohammad Said Building-First Floor
Sibline-Chouf 000
-  **Phone number**
00961-3977153
-  **Email**
mazenshallak@gmail.com
-  **Nationality**
Lebanese
-  **Driving licence**
B

INTERESTS

- Football
- Swimming
- Social Networking

LANGUAGES

English ★ ★ ★ ★
Arabic ★ ★ ★ ★ ★



EDUCATION AND QUALIFICATIONS

- Sep 2010 - Aug 2013 **Lebanese Baccalaureate in Economic**
National Evangelical Institute for Girls and Boys, Saida-Lebanon
- Sep 2014 - Aug 2015 **Bachelor of business in Accounting**
BAU | Beirut Arab University, Beirut-Lebanon
- Jan 2015 **Certificate ICDL (International Computer Driving License)**
BAU | Beirut Arab University, Debbieh-Lebanon
Certificate ICDL (International Computer Driving License)
- Oct 2015 - Jul 2017 **Bachelor of business in Accounting (Graduated)**
Arts, Sciences and Technology University in Lebanon (AUL), Jadra-Lebanon
- Sep 2019 - Present **Master in Management**
Lebanese International University, Saida-Lebanon



WORK EXPERIENCE

- Aug 2015 - Sep 2015 **Internship: Official Audit Office at Khalid Zain**
Chehime-Lebanon
 - Meets work standards by following production, productivity, quality.
 - Customer-service standards; resolving operational problems.
 - Identifying work process improvements.
 - Keep up of an accurate account filing system.
 - Meets cost standards by monitoring expenses.
 - Implementing cost-saving actions.
 - Verifies assets and liabilities by comparing items to documentation.
- Sep 2016 - Present **Accountant: MEICO POWER GENERATOR (INDUSTRIAL COMPANY)**
Sibline-Lebanon

Supporting the business by assisting to produce accurate financial and management accounting information on which financial decisions based. Also involved in compiling financial reports and analyses, whilst working to strict deadlines.

 - Duties:
 - Preparing sales invoices & keep up of an accurate accounts filing system.
 - Preparation and input of month end journal vouchers.
 - Inputting, matching, batching and coding of invoices.
 - Debtor and Creditor reconciliations.
 - Preparation of various reports for senior managers.
 - Responsible for financial accounts including budgets and cash flow.
 - Supervising junior financial staff.
 - Conversant with PAYE and VAT reconciliations.

- Conducting regular business reviews of financial performance.
- Inputting of supplier invoices and employee expense claims to the ledgers.
- Proactively identifying business improvement opportunities.
- Fixed Asset accounting, reconciliations and depreciation journals.
- Ensuring that information accurately collated & entered into systems.
- Preparation of weekly invoice and expense claim payment runs.
- Assist in the preparation of monthly balance sheet account reconciliations.
- Process new hires application and Documents relate to new applicant.
- leaves of absence & existing employee changes related to payroll(overtime & holiday Reports)



AREAS OF EXPERTISE

- **Monthly management accounts**
- **Month end procedures**
- **Variance reporting**
- **Computer literacy**
- **Margin analysis**
- **Query resolution**
- **Reporting& management accounting**



SKILLS

Good all-round Financial Accounting Knowledge.	★ ★ ★ ★ ★
Microsoft dynamic AX2012	★ ★ ★ ★ ★
Dataflow	★ ★ ★ ★ ★
Equal System	★ ★ ★ ★ ★
Dolphin	★ ★ ★ ★ ★
Microsoft Word,Excel& PowerPoint	★ ★ ★ ★ ★
Outlook Express	★ ★ ★ ★ ★



PERSONAL SKILLS

- **Numerate**
- **Problem analysis and problem-solving skill**
- **Attention to detail and accuracy**
- **Pro-active problem solver**
- **Scheduling and monitoring**
- **Planning and organizing**
- **Investigative**
- **Teamwork**



REFERENCES

References available on request.