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**Work Experience:**

- **Congo Oil and Derivatives (Kinshasa, DRC)**

15/11/2021 – present

Senior Accountant

- Review all accounting entries related to daily production of oil and soap, and allocation of DL and VOH to the production elements (WIP, FG)
- Prepare daily sales report and daily analysis of sales, variable cost and contribution margin.
- Prepare daily stock movement analysis report of raw materials, semi-finished goods and finished goods.
- Prepare all kinds of financial statements on monthly basis (Financial statements, daily report).
- Prepare annual budget.
- Reconcile bank accounts, suppliers and clients on monthly basis
- Prepare monthly procurement of factory's raw materials, from negotiation with suppliers, to record PO, Bill of Lading, until the arrival and delivery of goods to the warehouses.
- Prepare payments to suppliers on weekly basis
- Handle office petty cash.
- Prepare monthly adjusting entries of prepayment and accruals, and calculation of depreciation with allocation to the cost centers.

- **Arch Center SARL (Sister Company to Davis Langdon Offshore)**

01/03/2017 – 31/07/2021

Senior accountant

- Preparation of all accounting entries related to construction projects.
- Bank reconciliations.
- Preparation of taxes (VAT, salary tax, income tax, property tax) and NSSF papers.
- Preparation of all kinds of financial statements on monthly basis.
- Preparation of Annual budget for all group.

Projects: Dalfa tower, BLOM Bank new headquarter, Jazan Airport.

- **Davis Langdon SAL Offshore**

01/12/2015 – 28/02/2017

Senior accountant

- Preparation of all accounting entries related to construction projects.
- Bank reconciliations.
- Preparation of taxes (Salary tax, income tax, property tax) and NSSF papers.
- Preparation of all kinds of financial statements on monthly basis.
- Preparation of Annual budget for all group.

Projects: Haram expansion.

- **Union Relief and Development association**

01/01/2014 – 31/12/2014

Senior accountant

- Preparation of all accounting entries related to Syrian camps projects.

- Bank reconciliations
- Preparation of tax and NSSF papers
- Preparation all kinds of financial statements on monthly basis.

- **Crowe Horwath Professional Auditors**

22/10/2012 – 30/11/2013

Semi senior auditor

- Follow up clients regarding tax and NSSF declaration and proper book keeping  
With preparation of financial statements
- Engagement with audit team regarding study of expenses and revenues, receivables and payables, taxes and NSSF, proper calculation of salaries, bank and cash reconciliation  
And preparation of work papers and sub sheets for analysis.
- Full accounting process for some clients including data entry, reconciliations, preparation of financial statements and tax declarations.

- **NPS – National Port Services (KSA)**

04/02/2009 – 24/08/2012

Senior Accountant

- Account payable, account receivable, general ledger
- Inventory and stock checkup, payroll.

- **Al Motahidoun for Accounting and Auditing**

06/08/2007 – 04/10/2008

Accountant

- Prepare the monthly stock report, reconciliations, NSSF and vat.

**Education:**

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|---------------|-----------------------------------|------------------------|
| • 2023 - 2025 | CPA – in progress (Guam 01738510) | NASBA - USA            |
| • 2019 - 2021 | CMA-IMA (Ref#000010266576)        | Beirut - Lebanon       |
| • 2017 - 2020 | Master Degree – Accounting        | LIU - Beirut           |
| • 2003 - 2007 | Bachelor degree-accounting        | Beirut Arab university |
| • 2002 - 2003 | Lebanese baccalaureate II         | Makassed College       |

**Languages:**

Arabic (Mother Tongue). English (Fluent), French (Good), German (Good)

**Skills:**

Computer skills: M. Office, Edm, Noria, oracle, Oscar tax, Microsoft dynamic AX, Bee accounting, Silicon, SQL Server, Java, Visual Dolphin, Python, C++

**Personal Information:**

- Married
- Lebanese
- Date of Birth: 19 Jan 1985

**Reference:**

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|----|-------------------|---------------------------------------|-----------|
| 1- | Mariana Hariri    | Senior auditor – Alyafi Group         | 71-438938 |
| 2- | Ghina Blayramouni | Senior internal auditor – Arch Center | 03-878731 |
| 3- | Ayman Mogharbel   | Senior Accountant – Novus Aviation    | 70-632906 |