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Professional Profile

A detail oriented accounting professional with thorough experience working on complex and high-risk audits. Dedicated to reviewing work papers promptly and validating exceptions and the overall. Showed passion, discipline and handwork in my domain. Willing to commence a prosperous career where my performance would be met with recognition and growth and my abilities would be utilized for mutual benefits to add value to the company

Education and Qualifications

Bachelor of Science Accounting (Damascus high institute for accounting) 2006

Syrian Baccalaureate Economy and Social Sciences (altawhedy high school) 2002

Key Skills

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|------------------------|-----------------------------|
| ➤ Auditing Proficiency | ➤ Oracle |
| ➤ Tax Audits | ➤ EDM |
| ➤ Process Audits | ➤ Mass Net |
| ➤ Teachable | ➤ Microsoft Office |
| ➤ Responsible | ➤ Intercommunication skills |
| | ➤ Determined |
| | ➤ Stock control |

Associated Experience

Senior Accountant at (ADI) Current

- Create and analyze liability, asset, and capital accounts by compiling electronic data and required documentation
- Summarize and prepare financial status and transactions reports, including a profit and loss statement, and other necessary reports
- Comply with all federal, state, and local protocols including legal requirements, and interpret new and existing legislation
- Create a Standard Operating Procedure (SOP) manual for accounting policy and regulations, and roll out reconciliation procedures
- Monitor and maintain a new audit system by implementing new policies and procedures in the finance department
- Guide junior accountants and other staff by answering questions and coordinating informational classes
- Focus on tax compliance, state business registration, contract review, and non-profit tax filing
- Play a vital part in the company's financial management which includes all account reconciliations and reporting to necessary parties

5/2022 to Current Head of stock control Department at Senik Trading Company ,saida , Lebanon

- Coordinating stock control operations with warehouse staff, as well as the sales and finance departments.
- Analyzing supply chain data to ensure the uninterrupted availability of stock.
- Forecasting supply and demand to prevent overstocking and running out-of-stock (OOS).
- Evaluating vendors and suppliers' offers and negotiating profitable purchase prices.
- Placing and receiving orders to replenish stocks as needed.
- Tracking shipments and coordinating internal stock transfers, as well as resolving delays.
- Overseeing stock storage processes, including tagging, boxing, and labeling.
- Maintaining a steady flow of stock from storage to where it is needed.
- Performing regular inventory audits and keeping stock purchasing within budget.
- Maintaining and updating daily shipment records, as well as purchases and pricing reports.

08/2013 to 05/2022 Accountant Candy Land, Saida

- Data entry journal voucher
- Record daily movement of stock

- Monthly reconciliation with suppliers and clients
- Bank Reconciliation
- Prepare daily invoices
- Prepare proper filing
- Price the stock
- Evaluate the performance of the salesmen based on the daily target sales
- Use MS excel to facilitate managing the daily objectives
- Prepare daily reports to manager
- Manage petty cash using MS excel

01/2007 to 06/2011 Junior Auditor, TECHNO PLAST, DAMASCUSE

- Data entry journal voucher
- Prepare and calculate Tables of Social Security Contributions
- Examine financial statements to be sure that they are accurate and comply with laws and regulations
- Prepare and calculate salaries tax, such as: R10, R6, and R5 samples
- Conduct financial reports: Balance Sheet, Income Statement, and Cash Flows
- Meeting with clients (public sector) and auditing financial data

01/2006 to 12/2006 Junior Auditor, CITY CENTER, DAMASCUSE

- Data entry journal voucher
- Prepare and calculate Tables of Social Security Contributions
- Compute taxes owed, prepare tax returns, and ensure that taxes are paid properly and on time.
- Assess financial operations
- Examine financial statements to be sure that they are accurate and comply with laws and regulations
- Accepting payments, ensuring all prices and quantities are accurate and proving a receipt to every customer
- Processing refunds and exchanges, resolving complaints
- Following all store procedures regarding coupons, gift cards, or the purchase of specific items
- Responsible for accurate cash
- Balance cash register drawer
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REFERENCES ARE AVAILABLE ON REQUEST