Ghinwa W. Zahwi

GENERAL ACCOUNTING

Qualified individual with around 4 years of experience in Detail-oriented and organized accounting. professional with a solid foundation in financial reporting, data analysis, and bookkeeping. Proficient in financial statement preparation, with a proven track record of supporting efficient business operations. Skilled in using accounting software to streamline processes and improve accuracy. Committed to continuous learning and growth in the field, aiming to leverage analytical skills and accounting expertise to contribute to a dynamic finance team... Track Record of Success in….

Financial Reporting & Analysis | MS Office | Expense Management | Team Leadership | Budgeting and Forecasting | Time Management

Leadership Strengths & Highlights

- Demonstrated ability to evaluate financial data and trends to make informed, strategic recommendations that enhance profitability and reduce costs.
- Committed to process improvement, regularly identifying and implementing strategies to optimize workflows, enhance accuracy, and increase operational efficiency in finance functions.
- Adept at collaborating with various support teams in implementing plans.

Professional Experience

Tohmaz Steel Company, TOUL **May 2024 – Present**

Accountant

- Ensuring that financial transactions are accurately recorded in the company's accounting system.
- Assisting in maintaining accurate and up-to-date general ledger entries.
- Managing the inflow and outflow of funds by handling invoices, payments, and collections.
- Preparing basic financial statements and reports, such as balance sheets, income statements, and cash flow statements.
- Assisting in payroll preparation, such as validating and calculating overtime, short times, vacations and taxation.

AIC-Conveyor Belts Manufacturer, TOUL **Feb 2023 – April 2024**

Junior Accountant

- Assist in preparing balance sheets, profit-and-loss statements, and other financial reports.
- Supported budgeting and forecasting processes, helping to identify cost-saving opportunities.
- Preparing financial statements, reports, and summaries for management.
- Preparing journal entries and account reconciliation.
- Handling basic account payable/receivable.

Alumix-Aluminum Extrusion, TOUL **July 2021 – Dec 2022**

Bookkeeping

- Accurately inputting financial data into accounting software or spreadsheets.
- Issue invoices to customers and external partners, as needed.
- Keeping track of small cash expenses for day-to-day operations and reconciling petty cash records regularly.
- Familiarity with finance regulations, with knowledge of basic bookkeeping procedures.

AL Amin Company - Choukin **Oct 2020 – May 2021**

Data Entry Officer

- Input, update, and maintain accurate data in systems and databases.
- Handle sensitive information securely and maintain confidentiality.
- Suggest improvements to streamline data entry processes.
  Generating reports from data as needed.

Academics

- **Bachelor in Business Administration – Lebanese University – Nabateyeih – Lebanon** **2021**
- **Life Science Baccalaureate - Sun Rise School – Beirut – Lebanon** **2017**

Professional Development & Training

- **Advanced Excel for Accounting – Udemy**
- **Financial Management & Reporting – Udemy**

Personal Details

- **Date of Birth** **:** 28th July, 2000 **Mobile**: +961 81 820160 **Email**: ghinwazahwii@outlook.com
- **Languages Known:** English, Arabic **Nationality:** Lebanese **Address**: Toul, Nabateyeih – Lebanon