



Edward Henry Al Haddad
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Date of Birth: 08- 06 - 1987 - Majzoub
Marital Status: Engaged
Address: Bsalim, Mezher Street, Geagea & Sarkis Building, Block B, 4th Floor.

Career Objective

A senior level job within your company that allows me to prove myself and my skills, and allow me to contribute effectively to the company's wellbeing.

Education:

2006 - 2009 Ts3 - Marketing & Management - STS Sin el Fil
2003 - 2006 Bt3 – Accounting & Computer – ETSTC Dekwaneh

Languages:

	<u>Spoken</u>	<u>Written</u>
Arabic	Fluent	Fluent
French	Fluent	Fluent
English	Fluent	Fluent

Computer Skills:

- 1 Internet Browsing, Microsoft word – excel – access – PowerPoint, Silicon, Omega, Orient.

WORKING FIELD:

April 2013 – Present Senior accountant – Liquigas-Liban S.A.L. – Zouk Mkayel

Duties:

- Responsible for all entries related to accounting
- Suppliers & Banks reconciliation in addition to bank transfers
- Daily sales audit & supporting the stations managers needs
- Cash control
- Responsible of all inventories related to stations
- Preparation of VAT and tax on salaries reports and other requirements to be delivered accurately and on time
- Supporting the Financial Manager and colleagues in the accounting department in aim to avoid any delay with our monthly reports

March 2012 – March2013 Senior accountant – The Catering House S.A.R.L. - Jdeideh

Duties:

- Responsible for all entries related to accounting
- Bank and suppliers reconciliation
- Accounts payable
- Daily sales audit
- Cash control
- Monthly income statement report
- Cash flow report
- Purchasing
- Supporting HR with the monthly payroll and NSSF
- Supporting the auditor's need for what is related to VAT and tax on salaries and other requirements to be delivered accurately and on time

Nov 2010 – Nov 2011 Senior accountant – Ministry Of Food S.A.L. - Sabtiyeh

Duties:

- Responsible for all entries related to accounting
- Bank and suppliers reconciliation
- Accounts payable
- Daily sales audit
- Cash control
- Store keeper & inventory controller

- Supporting the Finance Manager to finalize the P&L and the Budget report on monthly basis

Principal Achievement:

- Planned and organized several scout camps and outings for groups reaching up to 500 persons.
- Succeeded in several scout leadership programs and have received several awards.
- Trained & achieved in many Taekwondo tournaments.

Reference: References are available upon request.