

IMAD HASSAN

Meticulous and dedicated professional with a good experience in accounting and extended practice in accounts payable, journal-entries, and sales budget reports. Fast learner with a proven adaptability to new technologies and applications. Possess strong team-working and multi-tasking skills, and completes tasks within time constraints.

PERSONAL INFORMATION

- Marital Status: Single
- Nationality: Lebanese
- Date of Birth: 26 April 1985
- Place of Birth: Atrien, Lebanon

OBJECTIVE

To get a challenging and rewarding position at a reputable company where my experience will be further developed and utilized.

EDUCATION

- | | | |
|---------------|---------------------------------------------------------------------|------------------|
| [2003-2006] | Hariri Canadian University (HCU) | Meshref, Lebanon |
| | <i>Bachelor Graduate in Business
Accounting</i> | |
| [2002-2003] | Tannoukhih National School | Abey, Lebanon |
| | <i>Lebanese Bacculaureate in
Sociology and Economics</i> | |

PROJECTS

- ISO 9000
- Ethics and Education
- Organizational Ecosystem
- Passionate Organization
- Interview with Top Manager of a Foreign Company in HongKong
- Profitability Analysis of the Lebanese Banking Sector (1990-2004)

ACHIEVEMENTS

- | | |
|---------------------|------------------------------------------------------------|
| ▪ December 30, 2010 | <i>Star Performer of the Year 2010 at Premium Partners</i> |
| ▪ December 28, 2007 | <i>Employee of the Year 2007 at Premium Partners</i> |
| ▪ Spring 2005-2006 | <i>School of Business Administration Honors List</i> |
| ▪ Fall 2005-2006 | <i>School of Business Administration Honors List</i> |

WORK EXPERIENCE

June 2006 - Present ***Premium Partners*** a leading company in Beirut, Lebanon
the field of innovative promotional products

Position: Senior Accountant

Duties:

- Monitoring and recording all journal entry functions
- Costing distribution
- Reporting on variances in quarterly costing reports
- Handling various client billing activities
- Responsible for bank reconciliations
- Preparing quarterly sales budget reports and weekly sales reports for presentation to salespeople and the management
- Managing accounts payable, generating biweekly cheque payments
- Managing vendor accounts, generating weekly on demand transfers
- Reconciling and keeping track of petty cash accounts
- Assisting in the preparation of financial statements
- Assisting external auditors in doing the audit process

May 2005 - July 2005 ***Sidani & Co.*** a legal firm that offers auditing Beirut, Lebanon
financial planning, management consulting, tax
and training services.

Position: Audit Assistant Trainee

Duties:

- Preparing work papers using Caseware software
- Recording data entry functions
- Assisting in the audit of trading and contracting companies
- Assisting in the preparation of financial statements

TRAININGS ATTENDED

Jan 2010 Team Building Training Course Holiday Inn, Verdun
Mr. Dany Daou & Mr. Pierre Felfele

SKILLS

- Fundamental accounting knowledge
- Ability to use accounting software
- Ability to organize, analyze, and interpret numerical data
- Aptitude for accuracy and details
- Ability to work and concentrate for long periods of time
- Ability to work under pressure
- Ability to meet due dates and deadlines
- Possess strong analytical and problem solving skills
- Highly trustworthy, discreet and ethical
- Excellent written and verbal communication skills

COMPUTER SKILLS

- MS Office (Word, Excel, PowerPoint, Outlook)
- Orange Accounting Software
- Bee Accounting
- Caseware

LANGUAGES

Fluent in English and Arabic with basic knowledge in French

HOBBIES

Surfing the internet, swimming, and IQ games

REFERENCES

Available upon request