**Hassan Khawaja**

D.O.B.: August 7th, 1987

Beirut – Lebanon

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Marital Status: Married

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**Objective**

I aim to work as a senior accountant in a well reputable company in order to maximize the company welfare.

**Experience**

**Senior Accountant at Avozinha Group -Angola**

Duration: November 2014 – June 2016

* Prepares and records asset, liability, revenue, and expenses entries by compiling and analysing account information.
* Maintains and balances subsidiary accounts by verifying, allocating, posting, reconciling transactions; resolving discrepancies.
* Maintains general ledger by transferring subsidiary accounts; preparing a trial balance; reconciling entries.
* Summarizes financial status by collecting information; preparing balance sheet, profit and loss, and other statements.
* Produces payroll by initiating computer processing; Completes external audit by analysing and scheduling general ledger accounts; providing information for auditors.
* Avoids legal challenges by complying with legal requirements.
* Secures financial information by completing database backups.
* Protects organization's value by keeping information confidential.
* Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.

**Accountant at C-Plus S.A.RL – Orkin S.A.L and The Icon Tower S.A.L**

Duration: August 2012 – October 2014

* Recording expenses, purchasing & sales invoice
* Supplier & Banks Reconciliation
* Prepare profit & loss statements and monthly closing & cost accounting reports
* Implement all accounting procedures
* Prepare budget, revenue, expense & other accounting documents
* Interact with internal & external auditors in completing audits
* Ensure accurate & timely monthly, quarterly & yearly end close of accounts
* Monitor & support taxation issues
* Stock control
* Inventories control (Invoices, stock Transfers, Items movement…)
* Establishing, organizing and supervising the maintenance of department records, ensuring complete accuracy and confidentiality
* Protects organization's value by keeping information confidential.
* Part of the quality management system implementation ISO 9001

**Accountant (Part Time) Bou Akil co**

Duration: June 2012 – November 2012:

* Basic accounting input and tasks.
* Prepare bank, customer and Suppliers reconciliations.
* Prepares expenses, payables and receivables.
* Handle settlement of monthly dues to NSSF and quarterly dues for taxes on salaries as per regulations; as well as VAT official settlements.
* Monitor the stock through counting or inventory of certain items that have discrepancies

**Accountant (Part Time) Aldo fusari co.**

Duration: October 2011 - August 2012 :

* Basic accounting input and tasks.
* Prepare bank, customer and Suppliers reconciliations.
* Prepares expenses, payables and receivables.
* Handle settlement of monthly dues to NSSF and quarterly dues for taxes on salaries as per regulations; as well as VAT official settlements.
* Monitor the stock through counting or inventory of certain items that have discrepancies.
* Check daily emails & action if required.
* Responsible for all cash handling procedures

**Accountant (Part Time) Garage Khawaja**

Duration: October 2011- April 2013

* Basic accounting input and tasks.
* Register the receipts into the accounting system.
* Maintain an efficient and updated filing system.
* Monitor the stock through counting or inventory of certain items that have discrepancies.
* Stock controller on orders receipt, on large orders deals, on payroll.
* Perform other duties as assigned.

**Administration & Finance - Dareen International – Beirut**

Duration: October 2009-October 2011

* Ensure compliance with company policy & procedure & audit compliance for till procedures, daily banking & safe reconciliation.
* Executes audit work programs and ensure that audit procedures are adequately carried out
* Follow up & investigate & discrepancies
* Check daily emails & action if required.
* Responsible for all cash handling procedures
* Ensure weekly returns are submitted in a timely manner..
* Ensure all file are kept in order & documentation is readily available when required.
* Complete monthly reconciliation of all stock movement reports.
* Responsible for all cash handling procedures
* Maintain accurate petty cash records, prepare reimbursement summary & arrange additional replenishment if required.
* Prepare Monitor and control all cash and banks reconciliations
* Control and reconcile all staff accounts
* Experience in Payroll

**Accountant - Fawaz Group for Media & Lotto-Beirut:**

April 2007 – September 2009

* Cash operations as well as internal and external money transfers, check payments and administrative work.

**Training & Workshop**

**The Definitive Guide to Accounting, Taxes and NSSF - BFC Business & Finance Club**

Duration: 7 Days – March 2014

**EDUCATION**

2007 – 2010 - Lebanese University Faculty of Economics and business Administration - License Auditing & Accounting

2002 – 2005 - Ras Al Nabeh High School Beirut, Lebanon; Degree: Lebanese Baccalaureate II – Economic Science

**OTHERS SKILLS**

I have wide knowledge and experience in accounting problems like Visual Big, IDS, software group and Silicon, and naturally strong computer skills, Microsoft office excel, Word, power point, access and Photoshop.

Languages spoken & written: Arabic & English & French & Portuguese