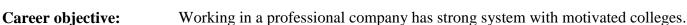
# **Mohammad Dahi**

Email Address: m\_dahi66j@hotmail.com

**Mobile Phone:** +961 3348210



#### **Personal Information**

**Birth Date:** 16 November 1983

**Gender:** Male

**Nationality:** Lebanese

**Residence Location:** Saida - Lebanon

Marital Status: Single

### Experience

From: Jan. 2015 Senior Accountant

**To:** Mar. 2016 JAT Offshore (Jubaili Group Holding)

Saida - Lebanon

Company Industry: Construction – Spare Parts Equipment - Paints

Job Role: Finance & Accounting

- Maintaining and balancing accounts on trial balance by verifying, allocating, posting, reconciling transactions; resolving discrepancies.
- Follow up and review the purchasing, sales and production on the system, verifying the production process on the system and the work in progress.
- Follow up the accounts receivables, accounts payables, bank accounts and verifying their reconciliations.
- Follow up the shipments and extra charges (customs duty, clearance, freight...) and calculate the final cost for each item.
- Follow up the stock and the inventory results and preparing the stock reports.
- Management of the Fixed Asset process, policy, procedure and monthly depreciation.
- Verifying the monthly payroll report and approve it.
- Produce error-free accounting reports and present their results.
- Support month-end and year-end close process, preparing required adjustment entries.
- Preparing reports and financial statements (balance sheet, profit and loss).
- Review and recommend modifications to accounting systems and procedures.
- Direct internal and external audits to ensure compliance.
- Traveling in a business trips to the branches to performing tasks:
- \* Implementation the accounting system on (visual dolphin) program for a new established company and presenting training for the accountants.
- \* Preparing a flowchart for the production and sales procedures.
- \* Identifying if and where processes are not working as they should, and advising on changes to be made.



From: Feb. 2012 Accountant
To: Dec. 2014 Beauty Home Co
Beirut – Lebanon

Company Industry: Furniture **Job Role:** Finance & Accounting

- Collating, checking and analyzing data.
- Follow up sales and purchase processes and prepare all required entries.
- Follow up manufacturing process and prepare all required entries.
- Review the expenses payments and their recording.
- Preparing VAT reports and analyzing the taxes of sales and purchasing and expenses.
- Handling National Social Security Fund reports (NSSF) and prepare required entries.
- Checking that financial reports and records are accurate and reliable.
- Liaising with managerial staff and presenting findings and recommendations.
- Ensuring procedures, policies, legislation and regulations are correctly followed and complied with.
- Preparing reports to highlight issues and problems and distributing the reports to the relevant people.

From: Jan. 2006 Accountant

**To:** July 2010 (TOYOTA) Hemaya Insurance Company - Part of Abdul Latif Jamil Group Jeddah – Saudi Arabia

Company Industry: Insurance **Job Role:** Accounting

- Handling the Total Loss & Stolen vehicles Accounts (Paid insured value, follow up with customers, reconciling with Claims Department, issuing the entries).
- Follow up the salvage vehicles that received every month in the stock yard & make the real annual inventory, Handling the stock Accounts of these vehicles & prepare the required entries.
- Prepare JV for the provision of Total & Partial Loss; follow up of outstanding claims with Claims department.
- Follow up the monthly Auctions & prepare the related entries, handling the Auction bidders' receivable Account.
- Handling Third party recoveries & its required JV & reconciliations.
- Handling the commissions for the collecting department & engineers.
- Make monthly reconciliations with sister companies.
- Monthly closing analysis of all accounts under my responsibility.

### **Education**

**July 2005** 

**Islamic University Of Beirut**, Lebanon Bachelor's degree / Business Administration

# **Training**

<b>Training Institute Name</b>	From	To	Period	Certificate
Gulf Insurance Institute (GII)	1 January 2010	31 January 2010	31 Days	Certificate in insurance principles & practice

### **Skills**

SkillSkill levelMicrosoft programs (Word, Excel, Outlook)ExpertAccounting programs (IDS, AS400, Oracle)ExpertA very well knowledge of (Visual Dolphin)

# Languages

Language	Writing	Reading	Speaking
English	Fluent	Fluent	Fluent
Arabic	Fluent	Fluent	Fluent