

# Mohammad Dahi

**Email Address:** m\_dahi66j@hotmail.com

**Mobile Phone:** +961 3348210



**Career objective:** Working in a professional company has strong system with motivated colleges.

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## Personal Information

**Birth Date:** 16 November 1983

**Gender:** Male

**Nationality:** Lebanese

**Residence Location:** Saida - Lebanon

**Marital Status:** Single

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## 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.
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**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.
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**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.
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## Education

July 2005

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

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## Training

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

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## Skills

Skill	Skill level
Microsoft programs (Word, Excel, Outlook)	Expert
Accounting programs (IDS, AS400, Oracle)	Expert
A very well knowledge of (Visual Dolphin)	

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## Languages

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