

Personal summary

Highly motivated individual with impeccable judgment and an innate ability to solve financial And accounting problems.
Highly organized, detail orientated and dependable professional who has the ability to apply his Accounting knowledge and Experience to a diverse range of financial issues.
Mohammad is a hard-working, dedicated and ambitious Accountant who possesses strong theoretical And practical knowledge of generally accepted accounting principles, and has a track record of making a direct impact on a company's success.

Career goal:

Obtaining the position of an accountant in an organization that will offer me an opportunity to share my knowledge and skills

Career Profile

- Detail-oriented, efficient and organized professional with extensive experience in accounting systems.
- Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
- Excellent written and verbal communication skills.
- Highly trustworthy, discreet and ethical.
- Resourceful in the completion of projects, effective at multi-tasking.

Personal Qualities

- Organized and structured
- Client-centric
- High degree of accuracy, initiative, and adaptability
- Unmatchable communication skills in Written and verbal both.
- Team player
- Highly trustworthy, discreet and ethical.
- Accountable
- Work well under pressure, while maintaining accuracy.

Key Skills

- Good analytical and problem solving skills.
- Sound knowledge of handling accounting system.
- Come up with fresh ideas and creative strategies to solve client dilemmas that don't always show up in textbook cases
- Accurate and detail oriented
- Excellent ability to sort, check, count and verify numbers.
- Strong ability to use an automated accounting system.
- Good organizational skills.

- Excellent communications Skills.
- Ability to effectively present financial information o all levels verbally and in written reports.
- Knowledge of liquidity and financial risk monitoring.
- Being accurate under pressure.
- Technical knowledge in global accounting principles.
- Ability to perform analytical functions and resolve accounting issues.
- Considerable knowledge of modern office methods, practices, procedures, and equipment.

Education.

Bachelor Degree in Business Administration (BA) – Accounting Major

June, 2014

Beirut Arab University (BAU), Tripoli, Lebanon

Courses:

- Principles of accounting 1&2
- Intermediate accounting 1&2
- Cost accounting, micro & macroeconomics
- Money & banking
- Financial management
- Public finance
- Investments
- Communication and negotiation skills
- Economics of tourism
- Economic policies
- Human Resource management
- Taxation
- Marketing
- Statistics
- Auditing
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ICDL-International Computer Driving License

June 2014

Beirut Arab University (BAU), Tripoli, Lebanon

Professional Experience

Peaks Construction and maintenance Co. Attieh steel Group, Jeddah Branch

September 2014 till present.

2 years experience

General Accountant

Job responsibilities

- Reconciles processed work by verifying entries and comparing system reports to balances.
- Charges expenses to accounts and cost centers by analyzing invoice/expense reports; recording entries.
- Pays vendors by monitoring discount opportunities; verifying federal id numbers; scheduling and preparing checks; resolving purchase order, contract, invoice, or payment discrepancies and documentation; insuring credit is received for outstanding memos; issuing stop-payments or purchase order amendments.

- Pays employees by receiving and verifying expense reports and requests for advances; preparing checks.
- Maintains accounting ledgers by verifying and posting account transactions.
- Verifies vendor accounts by reconciling monthly statements and related transactions.
- Maintains historical records by microfilming and filing documents.
- Disburses petty cash by recording entry; verifying documentation.
- Protects organization's value by keeping information confidential.
- Accomplishes accounting and organization mission by completing related results as needed.

Tabbouch's Firm for tobacco whole seller

Feb. 2011 till April 2014

Accountant

Job responsibilities

- Make necessary reconciliation
- Prepare cheques and payment notice
- Prepare and allocate invoices and expenses
- Review invoices

Language:

- English
- Arabic
- French

Computer Skills:

- Computer and internet proficiency
- Efficient in various software applications
- Microsoft Office (word, excel, power point, access)
- ICDL certificate
- Internet Explorer
- Typing (45 wpm Arabic, 50 wpm English)

Areas of Interest:

- Using the qualities for the growth of an organization
- Achieving the determined goals of an organization

References:

Available upon request