

# Houssam Kabbara

hbkabbara@gmail.com

Date of Birth: 13/12/1988

Mobile #: 70/795254

Nationality: Lebanese

Marital Status: Single

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## PERSONAL STATEMENT

A hard working, enthusiastic and reliable Accounting professional seeking a long term challenging position in a reputable company or organization that reflects my experience and skills in an environment where I can fully utilize my financial skills, while making a significant contribution to the success of my employer.

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## SKILLS

- Good user of different accounting software (QuickBooks, PeachTree, NAVISION, EDM, SoftWave)
  - Advanced Excel Skills
  - Detail Oriented
  - Knowledge of current taxation laws and Accounting Procedures
  - Desire to complete CPA
  - Information Technology
  - Analytical skills
  - Team work
  - Project management skills
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## EDUCATION

- Lebanese International University  
M.B.A (2015-present)
- Notre Dame University  
Bachelor of Business Administration – Accounting (2013)
- American Universal College (AUC)  
BT3 Accounting and Computer Sciences (2009)

## CERTIFICATES:

- Project Management Professional- ITpreneurs

## WORK EXPERIENCE

### ▪ Accountant

AVSI Foundation |Jounieh

01-06-2017→31-12-2017

Achievements:

- Prepares vendor and remittance tax forms and ensure these are submitted in a timely manner
- Prepares and submits monthly reconciliation reports for review
- Assists in preparing information for any contractual financial reporting requirements
- Monitors and reports on partner/vendor payment schedules and obligations
- Supports preparation of internal and external audits
- Initiates wire requests for field project implementation
- Ensures request for payments have appropriate approvals
- Processes timely and accurate payroll payments for the office and ensures leave balances, and payroll taxes are accurate
- Reviews employment agreement and modifications and updates salary calculations based on local and organization's requirements
- Daily cash counts
- Responsible for maintaining file management systems for soft and hard copy documentation
- Performs monthly bank reconciliations and routinely monitors bank account balances
- Responsible for recording and assigning costs based on approved budget
- Ensures accurate and timely processing of invoices, advances and reimbursements, checks, and wire transfer payments.

### ▪ Accountant & Finance Assistant

Heartland Alliance International | Beirut

01-02-2016 → 31-05-2017

Achievements:

- Handles petty cash
- Responsible for payroll taxes and all reports to the NSSF and Ministry of Finance
- Responsible for management of all external contracts, office rent and vehicle operations
- Ensuring that all financial documents requested by HA Headquarters in Chicago are delivered in a timely manner
- Preparing monthly cash and bank reconciliations, and requesting Cash wires from HQ, as well as adhering to all donors requests
- Working with different donors (UNICEF,UNRWA.FRANKEL FAMILY FOUNDATION, OCHA)
- Preparing all bank related transactions (salaries / suppliers / international transfers)
- Ensuring all documents are audit-ready
- Financial Closing of Project ,Setting budget lines and activity codes
- Issuing bank checks, cash advances, PV's, PO's and other cash payments
- Performing documentation filing and following filing procedures and authorizations
- Monitor payments due dates
- manage the safe and the petty cash, and report any discrepancies to superior
- To keep track of the days off for the national staff and to make sure the process is respected
- Assist in procurement efforts for the office.
- Resolving any accounting irregularities with the support of the DFA

- Performing Liquidation reports (UNICEF, OCHA, UNHCR..)
- Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines.
- Analyze financial information and summarize financial status
- Produce error-free accounting reports and present their result

#### ▪ **Accountant**

Benchmark and Deed | Tripoli

08-2013 → 11-2014

Achievements:

- Worked on QuickBooks, EDM and SoftWave Accounting Software
- Preparing Journal Vouchers, Payment Vouchers, Receipt, Sales, Debit and Credit Notes
- Reconciliations for Bank, Suppliers and Clients
- Preparing monthly NSSF payments and paying payroll (income) taxes on quarterly basis
- Preparing Financial Statements
- Providing Financial status for clients by preparing special reports

#### ▪ **Accountant Trainee**

Dar Al Chifae Hospital | Tripoli

07-2012 → 10-2012

Achievements:

- Worked with a senior accountant on Daily duties including making expense entries into the accounting system, entering vendor invoices, paying bills and creating invoices for its clients.
- Accounts payables, payroll or accounts receivables, check entries for accuracy;
- Make necessary corrections and file documents as needed.
- Payroll, quarterly taxes, asset inventory, cost accounting or other disciplines within the accounting department.

#### ▪ **Cashier**

Castle 32 Restaurant | Tripoli

04-2011 → 12-2012

Achievements:

- Supervise the cash machine
- Manage cash money, and bank card payments
- Close down and secure the cash at the end of the day, making sure no money was missing.

### **Languages**

- English (Fluent)
- Arabic (Mother Tongue)
- French (Basic)
- Dutch (Basic)

### **References**

Furnished upon request.