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| |  | | --- | | **Samah Fadel** | | **Citizenship : Lebanese ▪ Date of birth : June 19, 1985** | | |  | | --- | | **Contact** | | **Tel : +961 70 984 182**  **e-mail : samah.fadel@hotmail.com** | |
| |  | | --- | | **Address** | | Beirut- Lebanon | | |
| |  | | --- | | **Profile** | | |  |  | | --- | --- | | **Qualifications** |  An intellectual dedicated to meeting and exceeding organizational goals and objectives.   Ability to learn, retain and apply new information and procedures quickly.   Competitive, decisive and committed to professional growth and opportunities.   Articulate and persuasive in dealing with management, peers and staff. | | **Availability** | Right after acceptance. | | | |
| |  | | --- | | **Key Skills** | | * IDS accounting system * Focus accounting system * Omega accounting system * Pims accounting system * MS Microsoft Office Package * AL Amine Accounting System * RD Group | | |
| |  | | --- | | **Education** | | **2018 Studying CMA at Morgan International**  **2014 Certificate of ISO in internal audit**   |  |  | | --- | --- | | **2003 to 2006** | **Bachelor Degree of Business Administration (June 2006)**  Arts, Sciences & Technology University in Lebanon (AUL), Beirut | | | |
| |  | | --- | | **Work Experience** | | **SkiesPro Networks Full time job**  **Senior Accounting 2015-2018**  **Responsibilities and Achievements:**   * Performing accounting operations and monitoring cash flows. * Receives incoming wire transfers and processes outgoing wire transfers * Summarizes financial status by collecting information; preparing balance sheet, profit and loss, and other statements. * Assist with completion of the quarterly and annual regulatory filings; preparation of assigned Quarterly and Annual Statutory Statement pages/schedules. * Monitors cash transactions to ensure that bank account balances to the report and any unusual items are investigated. * Directs cash management operations to include daily cash administration, management of current accounts and bank relations. * Monitor accounts receivables and initiate collection efforts. * Ensures the integrity of accounting information by recording, verifying, consolidating, and entering transactions * Make sure that the sales profit target is met by the team. * Ensure compliance with GAAP principles. * Managing the stock and pricing the goods received. * Prepares asset, liability, and capital account entries by compiling and analyzing account information. * Prepares special financial reports by collecting, analyzing, and summarizing account information and trends. * Produces payroll by initiating computer processing; printing checks, verifying finished product.Completes external audit by analyzing and scheduling general ledger accounts; providing information for auditors. * Prepare and review budget, revenue, expense, payroll entries, invoices, and other accounting documents. * Interact with internal and external auditors in completing audits. * Develop the annual operating budget and consult with departmental management on the fiscal aspects of program planning, salary recommendations, and other administrative actions.   **Jazeera Airways \_ Barakat Travel Full time job**  **Supervisor and Senior Accounting at Jazeera Airways 2010-2015**  **Responsibilities and Achievements:**   * Supervises and coordinates activities of flight attendants: Assigns duties and areas of work to airplane-flight attendent to provide services for airline passengers. * Observes activities of employees to evaluate work performance and maintains personnel records * Explains and demonstrates methods and procedures for performing tasks. * Prepares evaluation reports on performance of employees * Analyzes, records, and prepares reports of personnel activities. * Interprets company policies and practices for workers. * Prepare annual budgets, monthly forecasts, summarize monthly financial results and report them to upper management. * Directs cash management operations to include daily cash administration, management of current accounts and bank relations and monitor cash transactions to ensure that bank account balances to the report and any unusual items are investigated. * Summarizes financial status by collecting information; preparing balance sheet, profit and loss, and other statements. * Ensures the integrity of accounting information by recording, verifying, consolidating, and entering transactions. * Assist with completion of the quarterly and annual regulatory filings; preparation of assigned Quarterly and Annual Statutory Statement pages/schedules. * Monitor accounts receivables and initiate collection efforts. * Dealing with travel agencies and following their statements of accounts. * Make sure that the sales profit target is met by the team. * Performing accounting operations and monitoring cash flows.   **Human Resource Manager- Barakat Travel**  **Responsibilities and Achievements:**   * Maintains organization staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; recommending changes * Maintains employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims; obtaining and evaluating benefit contract bids; awarding benefit contracts; designing and conducting educational programs on benefit programs. * Maintains a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; recommending, planning, and implementing pay structure revisions. * Maintains the work structure by updating job requirements and job descriptions for all positions. * Maintains human resource staff by recruiting, selecting, orienting, and training employees. * Maintains human resource staff job results by counseling and disciplining employees; planning, monitoring, and appraising job results. * Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies. * Completes human resource operational requirements by scheduling and assigning employees; following up on work results. * Contributes to team effort by accomplishing related results as needed. * Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.   **Senior Accounting and Audit Assistant- Barakat Travel.**  **Responsibilities and Achievements:**   * Execute audit assistant functions to check the accuracy of accounting systems and procedures. * Coordinate and resolve various issues with bank such as cleared check differences, bank fee anomalies, targeted balance calculations and enhancements to online services. * Directs cash management operations to include daily cash administration, management of current accounts and bank relations and monitor cash transactions to ensure that bank account balances to the report and any unusual items are investigated. * Receives incoming wire transfers and processes outgoing wire transfers. * Monitor positive pay exceptions. * Assist with completion of the quarterly and annual regulatory filings; preparation of assigned Quarterly and Annual Statutory Statement pages/schedules. * Liaise with our [Financial manager](https://resources.workable.com/financial-manager-job-description) and [Accounting manager](https://resources.workable.com/accounting-manager-job-description) to improve financial procedures * Ensure compliance with GAAP principles. * Ensures the integrity of accounting information by recording, verifying, consolidating, and entering transactions. * Summarizes financial status by collecting information; preparing balance sheet, profit and loss, and other statements. * Develop and document business processes and accounting policies to maintain and strengthen internal controls * Verify and inspect accounts receivable and payable ledgers and general ledger for its accuracy. * Inspect, test and assess software and hardware systems for its failure. * Check all accounting and clients’ databases are updated and functioning properly. * Study, inspect and assess, budgets, balance sheets and other related financial statements and records.  |  |  | | --- | --- | | **Top Gifts Co., Beirut** | **Full time job** | | **Accounting, Logistics, and Administrative Manager** | **2006- 2009** | | Import and Export Company  **Responsibilities and Achievements:**   * Performing accounting operations, stock managing, preparing import and export invoices, managing customers’ accounts, and prepares financial statements for auditors such as Bank Balances… * Ensure accurate and timely preparations of payrolls, maintenance of payroll accounts and payment of payroll taxes and related liabilities. * Dealing with suppliers in China, controlling goods loading and containers’ shipment. * Managing goods prices. * Negotiating rates with lines and shipping agents and arrange shipments soonest. * Booking containers and follow shipments from port of loading to port of destination. * Prepare documents (Packing List and invoice of loading containers, Bill of Lading...). | | |  |  | |  |  | |  | | | |  | | --- | | **Activities and Interests** | | |  |  | | --- | --- | | **Internet** | Surfing, searching and basic skills | | **Sports** | Running, Swimming | | **Arts** | Drawing | | |  | | |  | | --- | | **Languages** | | |  |  |  | | --- | --- | --- | | **Arabic** (native) | **English** (fluent) | **French** (basic) | | |  | |  | | | **References** | | | **Available Upon Request** | |  |  |  | | --- | --- | |  |  | |  |  | |  | | |  |  | |  |  | |  | | |  |  | |  |  | |  | | |  |  | |  |  | |  | | | | |