

Mohammad A. Al – Halwani
Snoubra – Kouraitem
Beirut – Lebanon
Mob.: 0096170810288
E-mail: mohammad_hlwn@hotmail.com

Personal Information

Name: Mohammad Abdul Rahim Al-Halwani
Date of Birth: 01/01/1988
Marital Status: Single
Nationality: Lebanese

Objectives

- **General:** Employing my full potential for the welfare of the organization and/or tasks on hand and showing high levels of dedication and commitment.
- **Personal:** Enhancing my professional experience through the implementation of accounting practices and standards in several industries and specifically the oil and gas industry.

Professional Experience

- **HPF Holding sal/ Houri Hearing sal/ Kataho sarl – Lebanon**
Status: Senior Accountant (March 2016 – Present)
 - Chart of Account Creation and Account Mapping
 - Letters of credit Financing
 - New database company initiation (Chart, Ledger and Accounts) and capital registration.
 - Financial Management.
 - Financial statements Preparation.
 - Financial Statement Analysis.
 - Budgeting.
 - NSSF, VAT, Corporate and Payroll Tax.
 - Payroll
 - Receivables, Payables, Inventory and Banks.
 - Fixed Assets and Depreciation.
 - Protocol implementation: Payables, Receivables, Cash Cycle, Invoicing, etc.

- **International Machinery & Generators (IMG) SARL Beirut – Lebanon (Dec. 2014-September 2015)**
Status: Accountant
 - NSSF, Tax on Salaries, & VAT
 - Fixed Assets and Depreciation
 - Bank, Suppliers, and customer Reconciliations
 - Payables and Receivables
 - Petty Cash

- **Trillium Company LLC – Erbil – Iraq (May 2013 – July 2014)**
Status: Project Accountant- Project: Arbil Mass City
 - Assisting the Auditors disclose the yearly Audit Cycle.
 - Monitoring Receivables on CRM.
 - Tracking and recording inventory transactions-Visual Dolphin Inventory System.
 - Handling cash outflow operations (payables, petty cash, subcontractors, payroll, etc.)
 - Payroll and payables budget preparation.
 - Reconciling supplier and subcontractor accounts.
 - Reconciling bank accounts.
 - Recording daily transactions: expenses, invoices, etc.

- **Trillium Holding SAL/ Mercury Development – Lebanon**
Status: General Accountant (April 2012 – May 2013; October 2015 – February 2016)
 - Reconciling supplier and subcontractor accounts.
 - Reconciling bank accounts for foreign establishments operating overseas.
 - Project Cost Allocations.
 - Assisting in project audits: Document Oriented.
 - Recording daily transactions: expenses, invoices, etc.

- **AMB Group S.A.R.L./ Mazen Pharmacy - Lebanon**
Status: General Accountant (December 17th, 2009 – December 17th, 2011).
 - Reconciling suppliers, customers, intercompany and bank accounts.
 - Registering daily incurred petty cash, expenses, daily retail sales, and purchase journal entries.
 - Reconciling cash register accounts and credit card collection accounts.
 - Salaries, NSSF, and tax on salary journal entries.
 - Assisted in VAT declaration.
 - Assisted in preparation of financial statements.
 - Inventory and stock reconciliation.

- **Sidani & Co., CPAs - Lebanon**
Status: Internship – External Audit (May 11th – July 3rd, 2009)
 - Performed annual audits for real estate companies
 - Performed annual audits for private companies like Al – Gezairi Transport
 - Assisted in the preparation of audit reports.
 - Attained general skills: filing, organizing, etc.

Attained Skills & Competencies (Software Oriented)

- SAP Business One (Implementation)
- Uno Accounting System
- PinPoint Payroll Software
- Noria ERP Software.
- Real Estate Management (RMS)/ Customer Relationship Management (CRM) System
- Visual Dolphin Inventory System
- Visual Dolphin Accounting System
- Microsoft Dynamics Navision 2009 accounting software.
- Paradox Accounting & Stock Software.

Attained Skills & Competencies (Career Oriented)

- Strategic Planning: Developing Mission and Vision Statements, conducting macro-(PESTEL) and micro-environment analyses, developing input tools (EFE, IFE and CPM), developing matching tools (SWOT, SPACE, BCG, IE and Grand Matrices), and the decision tool (QSPM).
- Developing Standard operational procedures and Protocols.
- Conducting financial (ratio) analysis
- Preparing financial statements.
- Communication competencies developed through direct contacts with suppliers, subcontractors, Clients, and other third parties; Auditors, Lawyers and Banks.
- Business communication skills developed in writing all forms of memos, business e-mails, letters, proposals and reports in addition to those of preparing and conducting electronic presentations.
- Necessary computer skills attained in using Microsoft office programs: Word, Excel, and PowerPoint.

Education

- 2018 – 2021 (Expected) Rafik Hariri University Mechref – Lebanon
 - **Masters of Business Administration**
- 2006 – 2009 Hariri Canadian University Mechref – Lebanon
 - **BA Degree in Business Administration**
Emphasis: Accounting/ Finance

Training, Workshops and Webinars

- **Chamber of Commerce Industry and Agriculture**
 - Incoterms 2010 Under Letters of Credit
 - Management of Working Capital – Concept & Technique
- **Yields Training**
 - Effective Budgeting Workshop
- **Mira – Clé**
 - Lebanese Taxation System Workshop - VAT
- **Institute of Management Accountants (IMA) – Webinars**
 - Advanced Team Skills
 - Coping with Change
 - Mentoring
 - Coaching
 - Leading Change
 - Statement of Cash Flows (Tutorial)

Memberships & Awards

- Awarded the First Prize for Strategic Planning and Value Creation.
- Awarded for the Best Situational Assessment in Strategic Planning.
- Awarded the Pewter Leader status by the Leadership Academy Recognition Program.
- Member in the Institute of Management Accountants (IMA).

Languages

- Arabic: Native Language
- English: Fluent

References & Recommendations

- Available upon request.