**Jamal**

**Dubai, UAE**

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**Summary**

Accountant for more than 7 years in various organizations with different industries in Lebanon.

Currently, I am looking to join a reputable firm to enhance my career, also to utilize and improve on my existing skills and creativity in a rewarding and positive environment.

**Experience**

**Samir Bakri Tabsh Est. | Bshamoun, Lebanon**

**Senior Accountant**

*May2016– December 2016*

* Preparing asset, liability and capital account entries by compiling and analyzing account information
* Preparing, adjusting and executing daily transactions including posting of accounts
* Prepares suppliers payments by verifying supporting documents and accurate signatures are secured
* Generatepayroll schedules to be sent to bank and prepare their entries
* Provide auditors with needed supporting documents
* Adjusting entries as per the followed accounting standards
* Reconcile banks, suppliers and customers accounts

**American University of Beirut Medical Center (AUB-MC) | Beirut, Lebanon**

**Accountant – Finance & Control Office**

*April2013–April 2016*

* Analyze daily Dischargedinpatient bills report and extract the needed bills to be controlled.
* Control & adjust payments done by cashiers with Debit/Credit Balances and prepare daily reports to be reviewed by Senior Accountant. Coordinate with concerned department to perform needed adjustments.
* Monitor voided transactions and billing accuracy prior to refund process for certain amounts thresholds.
* Ensure that inpatient refund policy is properly applied and all authorized signatories are secured.
* Control & adjust daily refunds as per AUBMC refund policy for Currency conversion and errors (wrong guarantor, wrong admission date, etc.).
* Prepare adjusting entries not related to cash movement to be posted by Senior Accountant.
* Clearing staff (Resigned, End of Service/Contract, etc.) and students (Graduated, Transferred, etc.)financially from Finance and Control officeside.
* Respond to patients’ queries and Prepare financial statements upon request.
* Perform root cause analysis on error incidents and propose solutions to enhance related process.
* Manage and analyze information upon encounter of unusual transactions.
* Conduct risk assessment on the inpatient bills process to identify major risks, assess existing controls to ensure high risks are mitigated& Implement additional controls in areas where risks are above acceptable level.
* Report daily to Hospital Controller and CFO any urgent and unusual matter

**United Lebanese Pharmacists | Beirut, Lebanon**

**Accountant**

*October 2007 – March 2013*

* Handling daily operations within the accounting cycle including posting entries andclosing of accounts
* Reconciling bank, customer, and supplier accounts on a daily, weekly or monthly basis
* Handling accounts receivable/ payable. Taking into consideration prescribed policies and procedures
* Generating the payroll and disbursement of salaries
* Handling of cash and petty cash accounts on a daily basis
* Creatingcustomers’ new accounts& managing their debit limits according to prescheduled analysis
* Reporting daily to the ChiefAccountant

**Education**

**Morgan International Lebanon**

**Attended Certified Public Accountant Classes**

*2013*

**Arts, Science, and Technology University in Lebanon**

**Bachelor of Business Administration (Accounting Major, GPA 3.4)**

*2008 – 2011*

**Computer and Management College**

**Technical Baccalaureate (Accounting and Computer)**

*2005 – 2007*

**Computer Literacy**

* Windows, Microsoft Office, Accounting software (AS400 by IBM, Bee by ACI, EDM, EQUAL by Silicon)

**Skills**

* Dynamic, Team player, Organized, Calm under pressure, Professional, Accountable, Hardworking &Reliable.

**Languages**

* Arabic (native language)
* English (Fluent)

**Others**

* Holding UAE resident visa