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|  | 🞂AFIF HAMIDMalaab Al Baladi, Beirut, 009613330093hamidafif75@gmail.com |

Summary of Qualifications/Profile

* Result oriented with more than fifteen years of accounting experience.
* Extensive expertise in accounting reporting, budgeting and general ledger operations.
* Proficient in MS Word, MS Excel, Outlook Express, and Microsoft Outlook
* Knowledge of various accounting software

Work Experience

**Accountant** 2010 –2016

**NsouliJewelry** –nsouli@nsoulijewelry.com

* Maintained accounts, journal entries and recording auditor’s statements and documents.
* Supervised employees, and team members regarding their accounts.
* Go through cash intake/reconciliation, order placement and bookkeeping.
* Verify invoices, database and check books and Handle monthly journal entries
* Support in dealing out with Accounts Receivable and Administer cash payments,
* Issued monthly sales report and quarterly financial report
* Worked on the payroll system (social security, tax on salaries)

**Accountant – Premises Manager** 1997 –2009

**Ramco Trading & Contracting s.a.r.l–** www.ramcoeng.com

* Managed the accounting books.
* Prepared Journal entries and updated the database.
* Prepared the income statement and the balance Sheet at the end of each year for tax purposes.
* Worked on the payroll and social security systems.
* Authorized payment of any notes and check notes receivable.
* Prepared bank reconciliation at the end of each month.
* Handling all correspondence and client contact.
* Updating order-purchase- and export
* Bookkeeping and travels follow-up.
* Registered and entered contractors’ incoming invoices into the database ‘Rockware’ processed payment-vouchers, prepared payment instructions for Bank. Updated and modified suppliers files.
* Responsibilities included liaising with department managers to determine their requirements.
* Daily contact with people both internal & external
* Responsible for negotiation, completing and submission of all contracts with all Maintenance Companies

***GTA Computer (General Technology Associates)*** *2005-2010*

*Sales Manager (Part Time)*

* *Research into product applications and markets*
* *Negotiation and completion of sales products*
* *Expedition payment and delivery / Management of collection an storage functions.*
* *Tenders evaluated and negotiations conducted with the selected supplies, and terms of contract drawn up with legal specialists.*
* *Daily contact with people both internal and external.*
* *In charge of a small tam of buyers*

*Education*

* **Bachelor of Commerce & Business Administration/ BBA Business Accounting**

*Beirut Arab University*  1999

BBA Business Accounting

* **Diploma in Business & Office Practice**   *1997*

*Norwegian People’s Aid (United Nation)*

*Bookkeeping & Accounting –Statistics & Computer Operation –Commerce & Marketing – Business Arithmetic, Office Practice & Correspondence*

* **Experimental Sciences**   *1994*

*Al Makassed School*

*Third Year Secondary*