Resume

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| Name | **Chams Khalil Madi** |
| E-mail: skm\_29@hotmail.com  Mobile No. 00-961-70-435493 | |
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| **Citizenship:** |  |
| Lebanese | Overall 10 years’ experience with high energy, motivating and excellent communication skills. |
| **Date of Birth:** |
| 29.10.1983 |
| **Marital Status:** |
| Married |
| **Address:** |
| Furn El Chebbak - Lebanon |
| **Years of Experience:** |
| Total: 11 |
| **Education:** |
| * **Bachelor degree in Business - Finance (Lebanese University - CNAM).** * **Diploma in Business & Economy (Lebanese University - CNAM).** * **Lebanese Official Baccalaureate in Life Science (Hammana - High School).** |

**Objective:**

I'm currently seeking a job in a professional environment where I can fulfill and broaden my expertise at various levels.

**PROFESSIONAL EXPERIENCE:**

1. Period : **2015 - 2016**

Company : “**Travel Art”**

Designation : **Accounting and Customer Services**

**Responsibilities:**

* Preparing vouchers – receipts
* Data entry
* Journal Vouchers
* Preparing profit and lost statement
* Listen and respond to customers’ needs and concerns
* Provide information about products and services
* Take orders, determine charges, and oversee billing or payments
* Review or make changes to customer accounts
* Handle returns or complaints
* Record details of customer contacts and actions taken
* Research answers or solutions as needed

2. Period : **2014 - 2015**

Company : “**Batal Design”**

Designation : **Accounting**

**Responsibilities:**

* Preparing vouchers – receipts
* Data entry
* Journal Vouchers
* Preparing profit and lost statement
* Bank Reconciliation
* Preparing profit and lost statement along with monthly closing and cost records
* Organizing and keeping track of all financial debits and credits
* Monitor and review accounting and related system reports for accuracy and completeness
* Resolve accounting discrepancies
* Establish, maintain, and coordinate the implementation of accounting and accounting control procedures

3. Period : **2012 - 2014**

Company : “**Centre Al Jihad Lighting”**

Designation : **Accounting and Customer Services**

**Responsibilities:**

* Preparing vouchers – receipts
* Data entry
* Journal Vouchers
* Preparing profit and lost statement
* Listen and respond to customers’ needs and concerns
* Provide information about products and services
* Take orders, determine charges, and oversee billing or payments
* Review or make changes to customer accounts
* Handle returns or complaints
* Record details of customer contacts and actions taken
* Research answers or solutions as needed
* Refer customers to supervisors, managers, or others who can help.

4. Period : **2009 - 2011**

Company : “**Al Faisal Travel & Tourism”**

Designation : **Accounting**

**Responsibilities:**

* Preparing vouchers – receipts
* Data entry
* Journal Vouchers
* Bank Reconciliation
* Preparing profit and lost statement along with monthly closing and cost records
* Organizing and keeping track of all financial debits and credits
* Monitor and review accounting and related system reports for accuracy and completeness
* Resolve accounting discrepancies
* Establish, maintain, and coordinate the implementation of accounting and accounting control procedures

5. Period : **2007 –2008**

Company : **Richani Auditors & Accountants**

Designation : **Accounting**

**Responsibilities:**

* Data entry
* Social Security (NSSF)
* Value – Added Tax (VAT)
* Bank Reconciliation
* Prepares special financial reports by collecting, analyzing, and summarizing account information and trends
* Maintains customer confidence and protects operations by keeping financial information confidential
* Interact with internal and external auditors in completing auditors
* Prepares asset, liability, and capital account entries by compiling and analyzing account information
* Accomplishes the result by performing the duty
* Documents financial transactions by entering account information
* Prepare the financial statement of a business, they also determine if the company is making profit or not.

6. Period :  **2006 –2007**

Company : **Phoenicia for Accounting**

Designation : **Accounting**

**Responsibilities:**

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| * Data entry * Prepare and review budget, revenue, expense, payroll entries, invoices, and other accounting documents. * Explain billing invoices and accounting policies to staff, vendors and clients. * Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions * Supervise the input and handling of financial data and reports for the company's automated financial system   **Training:**   * 2006: Bank of Beirut / Current Account and Bills * 2004: Standard Chartered Bank / Customer Services * 2004: First National Bank / Teller and Back Office   **Computer skills/Advanced Skills and knowledge Areas:**   * Excellent verbal communication, interpersonal and leadership skills. * Sound time management and organizational skills. * Microsoft Office (word, Excel, Outlook Express). * Advanced knowledge of Internet explorer. * Dolphin / Silicon (Accounting System)   **Languages:**  Arabic : Mother Tongue  English : Excellent Spoken & Written  French : very Good Spoken & Written  **Hobbies:**   * Sport * Swimming * Hiking * Reading and Writing * Music |
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**References & Supporting Documents are available upon request**