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| rAMI BAGHDADI  Aramoun Al Bwaydreet St. Al Baghdadi bldg. 4th Floor,lebanon · 961 81 770553  Ramibaghdadi@hotmail.com |
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# PROFESSIONAL SUMMARY

Experience Senior Accountant Successful at cultivating effective working relationships at all levels while driving improvements to budget administration, expense tracking and forecasting of future financial needs

# Skills

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| * General ledger accounting * Risk assessment * Auditing proficiency * Cash flow analysis * Financial reporting specialist | * Advanced bookkeeping skills * Budget development * Taxation proficiency * Pricing and Costing * Problem-solving |

# work history

**Senior Accountant**, 12/2014 to Current

**T.S.P.S (M1 Group Sister Company) – Beirut**

* Performed complex general accounting functions, including preparation of journal entries, account analyses and balance sheet reconciliations.
* Maintained integrity of general ledger, including the chart of accounts.
* Analyzed monthly balance sheet accounts for corporate reporting.
* Methodically reviewed documents and accounts for discrepancies and resolved variances.
* Performed periodic budgeting/modeling to project monthly cash requirements.
* Generated financial statements and facilitated account closing procedures each month.
* Assisted management with the finalization of the annual expense plans.
* Provided extensive clerical and administrative support to department staff.
* Supervised and coordinated assigned audits promptly and professionally.
* Compiled financial reports pertaining to cash receipts, expenditures and profit and loss.
* Created presentation formats for monthly/quarterly reviews of expense charge-outs.
* Researched topics and completed due diligence to resolve issues in a timely manner.
* Worked with managers to develop annual expense plan goals.
* Maintained fixed asset module and calculate and record monthly depreciation expense.
* Reviewed collection reports to determine the status of collections and the amounts of outstanding balances.
* Drafted the complete annual audit reports including all footnote disclosures.
* Processed payments and applied to customer balances.
* Suggested budgetary changes to increase company profits.
* Reconstructed accounting records from clients’ checks and cash receipts.
* Followed up with customers to collect information and verify details.
* Discovered major instances of fraud, embezzlement and large balances due.
* Created periodic reports comparing budgeting costs to actual costs.
* Completed Monthly payroll and maintained employee records.
* Prepared accounts for industry audits and supported audit process.
* Tracked and documented all expenses.
* Calculated tax owned, prepared and submitted returns and upheld compliance with all applicable laws.
* Carrying out various banking functions like loans, online banking.
* Maintaining the status of funds.
* Training the junior accounting clerks.
* Adjusting provisions and contingencies

**Tax Consultant:**

* NSSF Tax Computation / Monthly & Yearly calculation
* End of Service Computation
* Execution of joining and leaving employees' doc. for both NSSF & MOF
* Reconciliation Fiscal and Tax Reports / Accounting Books
* Vat Declaration process & forms
* MOF correspondences & decrees (R10 , R5 , R6)

**Accountant**, 1/2009 to 12/2014

**Middle East North Africa Finance (Grant Thornton Lebanon) – Beirut**

* Bookkeeping.
* Completed daily accounting tasks such as tracking funds, preparing deposits and reconciling accounts.
* Assigning entries to proper accounts
* Handling ledger accounts and keeping the check for any invoices or payments
* Organized and carried out efficient month-end, quarterly into computer database.
* Suggested budgetary changes to increase company profits.
* Created periodic reports comparing budgeted costs to actual costs.
* Generated and submitted invoices based upon financial schedule.
* Generated financial Statements and facilitated account closing procedures each month.
* Assisting in carrying out company’s internal audit.
* Handling payroll of employees.
* Preparing and analyzing accounting records and financial statements reports
* Studying the reports given by auditors and submitting them to the management
* Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.
* A voiding outstanding expenses and managing the petty cash
* Survey operations to ascertain accounting needs
* Recommend, develop, and maintain solutions to financial problems of the business
* forecasts and suggest management the solution
* Provide internal and external auditing services
* Valuation of company assets and liabilities
* Maintaining and examining the records of government agencies.
* Prepare financial statements (Balance Sheet, Income Statement, Cash flow)
* Reconcile the general ledger, and prepare accrual entries as needed

# Education

**Beirut Arab University**

* **BS in Business Administration Majored In Accounting.**

**- Beirut Branch 2005-2009**

High School degree in sociology and economics, 2005

**Universal high school** - Aramoun

**2002-2005**

**Le Lycee national School - Beirut Branch** – Bchamoun

**1993-2001**