

**Job Application**  
**Accountant Position**

Dear Employer,

**I am a competent accountant looking for a job in Lebanon.**

In summary, I can describe myself as follows:

- Creative and energetic
- Focused on client loyalty and service.
- Strong in problem-solving, decision-making, fact-finding, and follow-up.
  - Assist in organizing group presentations, demonstrations, training and ability to work effectively with others in a team environment
- Able to handle working under the pressure of intense deadlines
- Good communication skills, dealing and working with people from different backgrounds
- Organized, motivated, fast learner, reliable, capable, attentive to details, responsible, able to work and coordinate with team members

I am submitting my resume for your review. I feel I have the necessary qualifications for your consideration and would appreciate the opportunity to demonstrate this.

# *Hussein A. Bahjat*

**Objective** Pursuing an accountant related position in a reputable organization.

**Work Experience** \* Dec 17, 2018 \_ Till now

**Al Sirat Shopping**

**Beirut**

**Accountant + Stock controller**

- Auditing of purchasing invoices
- Auditing of items and costs
- Stock control
- Auditing items of containers (costs, selling prices, quantities, invoices, and expenses)

\* Jun 9, 2017 \_ Till Jan 9, 2018

**BLOM Bank \ Internship**

**Beirut, Hamra**

**Car Loan Follow up Trainee**

- Duties of car loan followup including calls , calculations and daily job routine
- Duties of Arobe carloan follow up (death, accident, stolen, burnt)

\* Aug 1, 2016 \_ Till Apr 15, 2017

**Khat Almarmar Bldg. Mat. Tr.**

**Sharjah, UAE**

**Accountant Manager \ Executive Manager**

- Daily job routine includes using Microsoft excel to perform calculations and prepare reports.
- Sales invoices
- Accounting entries
- Bank reconciliations
- Following up all process in factory
- Following up sales process

**\* Jun 7, 2013 \_ Till Jun 30,2016**

**Chbib Aluminium**  
**Accountant Manager \ Sales**

**Beirut**

- Daily job routine includes using Microsoft excel to perform calculations and prepare reports.
- Sales invoices
- Accounting entries
- Bank reconciliations
- Preparing for Tax calculation

**\* Dec 10, 2012 \_ Till \_ May 31,2013**

**Intercom**  
**Accountant + Invoicing**

**Beirut**

- Daily job routine includes using Microsoft excel to perform calculations and prepare reports.
- Sales invoices
- Accounting entries

**\* May 7, 2012 \_ Till Sep 30,2012**

**Chbib Aluminium**  
**Accountant \ Sales**

**Beirut**

- Daily job routine includes using Microsoft excel to perform calculations and prepare reports.
- Sales invoices
- Accounting entries
- Bank reconciliations

**\* April 1, 2010 \_ SEP 30,2011**

**New Roads Company s.a.r.l**  
**Accounting Department Manager**

**South Lebanon**

- Daily job routine includes using Microsoft excel to perform calculations and prepare reports.
- Performing internal audit for all data entries.
- Preparing periodic financial reports .
- Tax Calculations

**\* January 2, 2009 – December 31, 2009**

**Al Diwan For Accounting & Auditing  
Anis Kanso & Co.**

**Beirut,**

**Trained Accountant**

**Training Courses**

- Responsible for preparing complete balance sheets with tax calculations for my company's clients.
- Daily job routine includes using Microsoft excel to perform calculations and prepare reports. In addition to liaising with clients representatives for collecting data.
- Trained on using Microsoft office mainly Excel. In addition to accounting of payables and receivables for our client companies.
- ACI & IDS Accounting Programs.
- Presence certificate for a training session in TVA
- Presence certificate for a training session in Salary and Wages Tax & Social Insurance.

**Education**

Bachelor's Degree in Accounting From Islamic University Of Lebanon 2008/2009

**Personal Information**

Nationality: Lebanese

**Date of Birth: 07/ 1 /1989**

Marital Status: Single

**Computer Skills**

Windows XP, Internet, Microsoft Office: Word, Excel, Access & PowerPoint

Hussein A. Bahjat/Accountant  
Beirut, Lebanon

Tel : +961 3 895157  
E-mail: hussein\_bahjat@live.com

Language Skills		SPOKEN			WRITTEN		
		Fluent	Good	Poor	Fluent	Good	Poor
	Arabic	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	English	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	French	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
	Other	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

**Interests & hobbies** Outdoor activities, sport & reading

**References** Available upon request