

Zakaria Abou Saleh

Address: Baasir, Hasan El Kaakour St, Lebanon.

Mobile: +009647511439305

Email: Zakaria.abousaleh@lau.edu.lb

Email zakaria.absaleh@gmail.com

CAREER HISTORY

Accounting Manager (Brown Bird-Doski Holding)

Current Employee

- Review and post all Journals entries.
- Approve Purchase Requisition.
- Preparing Client Aging report every week and send to Management.
- Prepare Sales report on Weekly basis.
- Checking and approving Payments.
- Cash management and Bank Reconcilation.
- Prepare Monthly Closing entries (Prepaid, Accrual, Payroll Validation, Fixed Asset, Intercompany).
- Preparing and controlling Inventory Count on monthly basis.
- Reconcile TB accounts before month end Closing and analyse P&L variances.
- Prepare cash flow, cash position, aging receivable report, and aging payable report. On weekly basis.
- Reconciling of assets and depreciation statement.
- Prepare Financial Reports (P&L, Balance Sheet) on monthly basis.
- Prepare Budget in Coordination with Production, Sales, HR Departments.
- Collaborate with internal teams to provide financial support for various projects and initiatives.
- Providing accurate financial reports to CFO as required with deadline respect.
- Reconcile Suppliers and client Statement.
- Preparing Presentation to be presented to Shareholders after month closing.

Chief Accountant (Webcor Group)

2023-June 2024

- Prepare Daily Expenses and Sales report on Daily basis.
- Preparing Client Aging report every week and send to Management.
- Prepare Price analysis and costing on monthly basis.
- Prepare P&L and present it to Management.
- Monthly Closing (Prepaid, Accrual, Payroll Validation, Fixed Asset, Intercompany).
- Monthly Preparation of Taxes (VAT, IRT, CNSS).
- Supplier Reconciliation.
- Reconciling Balance Sheets Accounts.
- Approving Purchase requisitions and Client invoices.
- Preparing SC meeting working file chart.
- Checking and approving Payments to Suppliers.
- Preparing Bank Position on weekly basis.
- Importation Process booking and BOM cost comparison old vs New cost depend on the process received.

Zakaria Abdel Salam Abou Saleh

Mobile: + (96103948403 | **Email:** zakaria.abousaleh@lau.edu.lb

- Prepare Margin study for proposed Discount and send to GM for approval.
- Preparing and controlling Inventory Count on monthly basis.
- Petty Cash reconciliation.
- Cash management and Bank Reconciliation
- Booking Entries (Sales Return, Inventory Adjustment, Payroll, Taxes, Management fees, Salary Advance, Stock insurance, CNSS, IRT)
- Guide and coordinate with Subordinate for best performance in compliance with Company regulation
- Assist and provide external Auditors all needed requirements.

Finance Specialist (Averda Congo)

2020- 2023

- Verify, allocate, post and reconcile accounts payable and receivable.
- Collaborate with internal teams to provide financial support for various projects and initiatives. Manage stakeholder relationship
- Prepare a weekly cash flow that links cash position, aging receivable report, and Aging payable report. Providing accurate and timely financial reports for finance managers as required Support group finance projects
- Ensuring accuracy and control in inter-company accounting.
- Review Banks reconciliation, reporting and assist to resolve unreconciled items.
- Reconcile TB accounts before month end Closing and analyse P&L variances.
- Prepare Tax Declarations: VAT, Payroll Taxes, CNSS, Tax, TSS, Withholding Tax, Patent, TVTS, Income Tax.
- Cooperates with tax authorities in case of tax reviews.
- Supervise and guide junior finance team members, fostering their professional development.
- Control of sister companies accounts, reconciliation of direct and contra transactions.
- Coordinate and assist in the preparation of budgets and financial plans, monitoring performance

Chief Accountant (Averda Congo)

2017-2019

- Review and approve all Journals for Final submission.
- Manage accounting assistants and bookkeepers.
- Supervise the accounts reconciliations and assure that accounts review and balances confirmation are all received on a periodic basis. Created intercompany invoices related to inventory Items transferred between sister companies.
- Reconcile TB accounts before month end Closing and analyse P&L variances.
- Banks reconciliation, reporting and resolving unreconciled items
- Reconciling of assets and depreciation statement.
- Approve PR/POS request according to Chart of account.
- Review accrual reports: RNI, Prepaid, on hold before posting related entries
- Reconcile Suppliers and client Statement and run aging payable report for batch payments
- Follow up for Overseas payments with local and central bank and coordinate with Treasury department for Cash management.
- Prepare a weekly cash flow that links cash position, aging receivable report, and aging payable report.
- Provide accurate financial reports to management.
- Prepare Tax Declarations: VAT, Payroll Taxes, CNSS, Tax, TSS, Withholding Tax, Patent, TVTS, Income Tax.
- Cooperates with Tax authorities in case of tax reviews.

- Handling all month-end and year-end closing processes, reconciling accounts and preparing necessary journal entries.
- Cooperates with tax authorities in case of tax reviews.
- Providing accurate and timely financial reports for finance managers as required.
- Play a key role in external audits, providing necessary documentation and support to auditors.
- Collaborate with internal teams to provide financial support for various projects and initiatives.
- Ensuring accuracy and control in inter-company accounting.
- Coordinate and assist in the preparation of budgets and financial plans, monitoring performance against these targets and identifying variances.
- Control the stock movements in terms of Stock in and Stock out vouchers and confirm that all stock transactions are posted to accounting books on a timely basis and in accordance with the sales orders, purchase orders, and returns orders.

Senior Accountant, Averda Servus

2008 - 2016

- Processes accounting transactions.
- Performs various accounting tasks.
- Processes and controls invoices, bank statements and salaries.
- Recording bank statements and accounts.
- Manage accounting operations including AR, AP, Cost & Inventory.
- Ensures all financial transactions are recorded accurately and proper records are maintained in to conform to statutory and reporting requirements.
- Confirming that all due purchase invoices are reported and paid on a timely basis.
- Manage and oversee the day-to-day financial operations of the company, including accounts payable, accounts receivable, general ledger, and payroll.
- Prepared monthly reports related to aging payables and receivables.
- Created intercompany invoices related to inventory Items transferred between sister companies.
- Effectively maintained and updated an accurate fixed assets register in Oracle Assets Module encompassing additions, disposals, transfers and depreciation, reconciliation of balances with general ledger and proper follow up on fixed assets.
- Prepared and interpreted financial results and forecasts on a monthly and yearly basis.

Retail Accounts Specialist, Liban Post ,Lebanon

2002 -2007

- Kept accurate records of month-end journal entries and all closing related transactions.
- Reconciliation and auditing for post offices and Agencies on monthly basis.
- Reconciliation for all retail revenue accounts and coordinates with other sections for accurate result.

EDUCATIONAL QUALIFICATIONS

Master's Degree in Business Administration (MBA), Lebanese American University, Beirut, Lebanon

2006 - 2009

Bachelor of Arts in Accounting and Finance, Lebanese University, Beirut, Lebanon

1996 -2000

ACCA Current Student (F4,F5)

COMPUTER SKILLS

- Advanced user of Oracle R12 and proficient in MS Office applications.
- Accounting Softwares: Oracle, SAP1,Microsoft Dynamic Nav, Primavera, Libra.

PERSONAL INFORMATION

Date of Birth: 31 Mar, 1976

Nationality: Lebanese

Marital Status: Married

Zakaria Abdel Salam Abou Saleh

Mobile: + (96103948403 | **Email:** zakaria.abousaleh@lau.edu.lb

References available on request

Zakaria Abdel Salam Abou Saleh

Mobile: + (96103948403 | **Email:** zakaria.abousaleh@lau.edu.lb