**Chadi Mroue**

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**Profile**

Organized Accountant with eight years of experience in accounting, bookkeeping, data management, and transaction reconciliation. Analytical and methodical with insightful creative thinking to resolve accounting and financial issues within organizational bounds and established accounting standards and procedures. Exceptional analytical and critical decision-making skills with a commitment to work with integrity and positivity with key stakeholders.

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**Skills**

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| ­­Microsoft Office - Word, Excel, PowerPoint, Outlook  | ­Accounting principles  |
| ­­Accounting Software - QuickBooks Enterprise  | ­Internal control policies and procedures  |
| ­­Analytical  | ­Decision-making  |
| ­­Working with others  | ­Commitment to work and Integrity  |
| ­­Auditing  | ­Bookkeeping  |
| ­­Data management Tri-lingual: English, French and Arabic | ­Transaction reconciliation Accounts payable and receivable |
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**Work History**

**Accountant**

First Nutrition Llc, Beirut, Lebanon June 2016 – March 2022

* ­Analysed journal and ledger entries, bank statements, inventories, expenditures, tax returns and other financial records
* Produced monthly budget and forecast and prepared monthly and quarterly financial statements
* Resolved accounting and finance issues while maintaining continuous follow-up
* Reviewed and recommended modifications to accounting system / procedures
* Recorded, calculated, and implemented accounting data entries by using accounting software like QuickBooks enterprise and Microsoft Office
* Identified and monitored unusual expenses, made suitable recommendations, and directly reported to the management for expenses control
* Ensured high accuracy and completeness of accounting records by maintaining a framework of internal controls
* Coordinated with headquarter office to synchronize monthly sales, expenses, bank reconciliations, and year-end audits
* Oversaw relevant tax procedures in coordination with an independent auditing firm (VAT and personal income tax)
* Reconciled Bank accounts and contacted the bank to resolve any issue

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**Senior Accountant**

Mindfield Digital S.A.L.  Beirut, Lebanon May 2015 - October 2015

* ­Reconciled vendor payments and accounts, petty cash, and discrepancies
* Prepared accurate reports on credit card expenses for management
* Calculated and recorded monthly payroll and social security while maintaining high accuracy of information
* Delivered hands-on support to Finance Manager for financial and tax audits
* Conducted training sessions for the junior accounting team to handle data records
* Audited account receivable and analyze complex financial reports and records
* Balanced subsidiary accounts by verifying, posting, and reconciling transactions
* Maintained general ledger by transferring subsidiary accounts and prepared trial balance
* Involved in testing and receiving final approval for system reports required for management, financial reporting, and general ledger reconciliations

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**Accounting Bookkeeper**

Builders Beirut, Lebanon September 2013 - November 2014

* ­­Oversaw general administrative activities assigned by executive management
* Posted day-to-day general ledger records, including invoice, receipt, expenses, bank entries, credit note, and sales return
* Controlled receiving merchandise reports with the packing slip and performed banks and customers' reconciliations

**Internal Control Specialist**

Indenters Offshore Beirut, Lebanon April 2012 - August 2013

* ­Transferred, coordinated, and reconciled general and subsidiary accounts while reporting accounting issues and performing cash deposits
* Reviewed and processed petty cash, accounts payable, accounts receivables, and expense reports, and reported all inconsistent data and miscalculations to the Chairman

**Education**

**Bachelor of Arts in Business Administration and Management Information Systems** 2011

Sagesse University, Beirut, Lebanon

*(equivalent to a Bachelor of Management Information Systems from an Ontario University, as determined by World Education Services in Toronto, ON)*

**Professional Development**

**Canadian Integration Workplace – Settlement Online Pre-Arrrival (SOPA)**  2022

**Soft Skills: *Complex Conversations****­* - **Settlement Online Pre-Arrrival (SOPA)** 2022

**Accounting Principles, Eight Canadian Edition books**  2021

**Practical VAT Workshop (Value-Added Tax)**  2018

**Enterprise Risk Management Workshop – Actuarial LLC**  2015

**CIA - Certified Internal Audit (Courses with Morgan International)**  2014

 **References**

Available Upon Request