

MOHAMAD EL HAFI

Kanata, ON K2T 0P4 • (613)-869-8637 • mohamad.hafi16@gmail.com

Professional Summary

Goal-focused Accountant with a record of accurate reporting and budget management. Offering over 10 years of experience handling finances for **Two** locations. Processed payroll, budgets, reports, audits, journals, expenditures and payments. Diligently maintains latest training on tax regulations and legal issues impacting financial operations.

Skills

- Bank Deposit & Reconciliations
- Cash Management & Control
- Action Plan Collaboration
- Microsoft Office (Word, Excel...)
- Microsoft SQL Navision Dynamic Software
- English & Arabic Language
- Organization & Follow-Up
- Database Management
- Training and Development
- Budget Administration
- Expense Tracking
- Knowledge of Financial Statements

Professional Experience

Senior Accountant 01/2017 to 09/2022

Goodies S.A. L Beirut

- Provided support during the monthly closing cycle, analyzing and recording results to the general ledger.
- Prepared monthly analytics package, presenting to the Executive Management, businesses can increase their chances of making data-driven decision by up to 80%.
- Researched and analyzed the highly complex issues, identify root causes and propose changes for improvement, businesses can achieve a success rate of up to 90% in resolving such issues effectively.
- Contributed to hiring, training, and development of accounting teams.
- Assisted team members in transitioning to the new system through extensive training and one-on-one support.
- Reviewed business operations and obligations to help the organization function at an acceptable level.
- Recommended strategies to expedite filing projects and annual reporting by up to 50% to meet critical deadlines.

Senior Accountant 01/2017 to 09/2022

Baladi S.A.L Beirut

- Provided support during the monthly closing cycle, analyzing and recording results to the general ledger.
- Prepared monthly analytics package, presenting to the Executive Management.
- Handled day-to-day accounting processes to drive financial accuracy (PV, RV, JV)

Junior Accountant

01/2015 to 12/2016

Goodies S.A. L Beirut

- Managed cycle account payable functions included maintaining vendor relations, setting up new vendors, processing 3-way matching/expense reports/daily, weekly or monthly check runs
- Carried out billing, collections and reporting activities to specific deadlines
- Organized a recovery system and initiate collection efforts by following up on past due account through phone, mail, and e-mail to ensure timely payment collection in increasing revenue by 35%.
- Analyzed, audited and researched Hundreds of invoices each month while directing the administration of all invoices
- Entered Payroll and benefits for 250+ Employees into the Company Software.
- Kept up-to-date with tax changes and industry trends by participating in professional organizations, opportunities, and networks.
- Evaluated and improved financial records to make important business decisions up to 75% more effectively.
- Leveraged finance knowledge to strengthen controls and improve transparency.

Accountant Clerk

10/2011 to 12/2014

Goodies S.A. L Beirut

- Handled day-to-day accounting processes to drive financial accuracy (PV, RV, JV).
- Reconciled company bank, credit card and line of credit accounts, investigating and resolving discrepancies to keep accounts audit-ready.
- Maintained record for 250+ Clients, including ledger accounts
- Post billing Statements to over 300 accounts.
- Compiled budget figures by reviewing past budgets, evaluating estimated income, and assessing expenses.

Education

Bachelor of Accounting Information System

2008-2011

Lebanese International University - Beirut, Lebanon

Certifications

- Selected IFRS Standards Workshop
- Lebanese Income Tax Workshop
- Consolidated Financial Statements Workshop