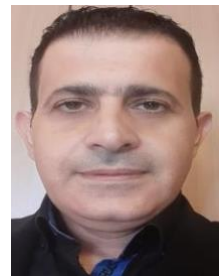


Shadi Ghandour

Nationality: Lebanese

Address: Riyadh – KSA



Mobile: +966 56 449208 Email: shsg07@gmail.com

Career Objective

To take the challenging and responsive assignment in a reputed and well-organized company where I can prove my skills and abilities.

As I have extensive experience in accounting, financial management, SAP program, insurance, education and auto trade

Core competencies:

- Accounting.
- Sales.
- Insurance.
- Administrative and Financial Affairs.
- Teaching
- Car Dealer

PROFESSIONAL EXPERIENCE

➤ May 2019 to date:

Office Manager – Saudi Electrical Contracting - Riyadh-KSA

1. Daily follow-up of Saudi Electricity Company Transactions
2. Monitoring the data entry of the SAP program.
3. Preparing the weekly and monthly reports.

➤ 2015 -May 2019:

Sales and Financial Manager- Hadico Insurance Broker -Lebanon

- Handling insurance activities of the company.
- Building the portfolio of clients.
- Marketing the services offered and attract new clients.
- Handling full spectrum of financial accounting role.
- Managing day to day finance and accounts operations.
- Handling timely financial statements and payments.
- Preparing the Balance sheet and Profit & Loss statements.
- Handling the Bank reconciliation of all bank accounts and resolves the differences.
- Handling the accounts receivables and payables.

➤ 2009 -May 2019:

Insurance Broker at Arabia insurance - Lebanon

- **General insurance consultant**
 - Customers follow-up
 - Selling and issuing insurance policies
 - Accident& Repair follow-up

➤ **2015-2018:**

Teacher- UN Refugee Education Program -Rafic Hariri Secondary School-Lebanon:

- Math: Grade 1 → Grade 5

➤ **2009 -May 2019:**

Cars Dealer -Lebanon

- Freelance

➤ **2007-2009:**

Chief accounting – Modern Electrical and Telecom company - Riyadh-KSA

➤ **2009-2019:**

Teacher & coordinator -CCC institute, Arabi institute, SHC institute - Lebanon

➤ **1994-2007:**

Teacher & coordinator - CCC institute, SHC institute, BBS Institute – Lebanon

- Financial Math, Financial Analysis, General Accounting, Complex Accounting, Companies Accounting and Estimated and Technical Accounting.
- Coordinating materials between teachers and guiding them, distributing the semester and annual curricula, distributing weekly hours for each subject, Check questions and correcting exams.
- Evaluating students' performance and addressing their educational problems.
- Preparing the monthly report on teacher and student evaluation and program achievements.

➤ **1997 – 2007:**

Financial Manager - Wahab Establishment (contracting company) – Lebanon

- Preparing analysis of accounts.
- Monitoring all accounts to make sure payments are done on time.
- Preparing the monthly reports.
- Preparing the Balance Sheet and Income Statement.
- Preparing the annual budget.
- Handling the payroll and processing monthly payroll.
- Managing all the matters relating to opening, closing and updating bank accounts.
- Reviewing and approving payment vouchers and journal entries.

ACADEMIC QUALIFICATIONS

➤ **1992 - 1996** Beirut Arab University- Beirut- Lebanon.
BA- Business Administration.

➤ **1996 – 1997** Beirut Arab University, Beirut, Lebanon
BA- Banking and Finance and Customs Studies

Languages

- Arabic: Fluent written/spoken
- English: Fluent written/spoken
- French: Fluent written/spoken

Skills:

- Windows- MS Office.
- Accounting software: SAP business one - Quick book - Oracle- Dolphin-EDM