

# Jamil Habli

+9613759207

[jamilhabli1@gmail.com](mailto:jamilhabli1@gmail.com)

Lebanon, Saida

Lebanese



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Accountant with a rich blend of experience in both sales and accounting, bringing a diverse skill set to the forefront. Proficient in account reconciliations, adept at streamlining accounts, and skilled in strategic financial planning. With a strong foundation in sales, I understand the importance of revenue generation and customer relationships, which complements my financial acumen. I excel in identifying opportunities to maximize revenue and minimize costs, leveraging comprehensive knowledge in both fields to drive business success. As a dedicated leader, I foster collaboration and innovation within teams, implementing initiatives that enhance profits and optimize performance across sales and financial functions.

## Education

**Lebanese International University- September 2008- June 2011**

*Bachelor in Accounting Information System*

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## Work Experience

***Levels Group, Salmiya, Kuwait***

**June 2024 – Feb 2025**

*Senior Sales Associate*

- Presenting company products to customers
- Retain customer loyalty through outstanding customer service
- Answering customer inquiries and complaints
- Advise customers on utilization and taking care of merchandise
- Approach browsing customers and initiate conversations to determine needs
- Reporting sales figures and customers complaints or concerns to higher management
- Negotiating prices, warranty, terms and conditions
- Helping customer by answering their enquires

*Senior Sales Associate*

- Demonstrate and explain merchandise features to customers in engaging manner.
- Select and suggest product options tailored to individual customer needs.
- Assist customers in making informed purchase decisions.
- Efficiently retrieve merchandise from various inventory locations.
- Direct customers to relevant goods on the sales floor.
- Operate cash registers and facilitate smooth transactions.
- Report daily sales figures to contribute to performance analysis.
- Maintain a customer-focused approach to enhance overall satisfaction.
- Contribute to a positive shopping environment through excellent service.
- Prioritize accuracy and efficiency in all aspects of retail operations.

***Concord Stars for Contracting, Dubai, UAE***

**Feb 2018 - Apr 2022**

*Accountant*

- Manage general ledgers, posting accounting vouchers such as invoices, bills, receipts, payments, and journal vouchers.
- Undertake daily reconciliation of receivables, payables, and bank transactions, promptly resolving any accounting discrepancies.
- Prepare bank deposits and update expense records for accurate financial tracking.
- Create and update daily sales reconciliation and bank reconciliation statements.
- Process vendors' invoices and ensure timely payment release.
- Proactively follow up on overdue receivables, escalating issues to management, when necessary, to ensure the completeness and accuracy of accounts.
- Demonstrate strong attention to detail in maintaining accurate financial records.
- Contribute to financial integrity by consistently ensuring the accuracy of accounting entries.
- Uphold a commitment to timely and efficient financial processes.
- Collaborate with team members to streamline accounting procedures and enhance overall efficiency.

*Financial Controller*

- Process payroll efficiently, demonstrating proficiency in accurate and timely payroll processing.
- Maintain and enforce strong accounting controls to ensure financial accuracy and compliance.
- Handle petty cash management and oversee the processing of salaries for employees.
- Review and file payroll documents, ensuring completeness and adherence to regulatory requirements.
- Check spreadsheets for accuracy, meticulously validating financial data and calculations.
- Enter financial transactions into internal databases, particularly utilizing ERP systems.
- Thoroughly check and review purchasing invoices, maintaining precision in financial documentation.
- Prepare payments by verifying documentation and managing the disbursement process.
- Demonstrate expertise in preparing invoices for subcontractors, ensuring accuracy and compliance with contractual agreements.

**Key responsibilities**

- Act and operate independently, showcasing the ability to accomplish objectives with minimal daily direction from the manager.
- Work cooperatively and collaboratively with all levels of employees, management, and external agencies to maximize overall performance.
- Harness creativity to approach tasks with innovative solutions and ideas, contributing to a dynamic and forward-thinking work environment.
- Exhibit strong problem-solving skills to address challenges and obstacles in a proactive and efficient manner.
- Embrace a collaborative approach, ensuring seamless teamwork and cooperation across different levels and departments.

**Achievements and CPD**

- Philips Product Mastery
- Lenovo Laptop Proficiency
- Samsung Phone Expertise

**References available upon request**