



## **Francois Emile SARKIS**

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### **WORK EXPERIENCE**

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#### **Financial Manager**

**October 2017 – September 2018**

##### **LA SIESTA BEACH RESORT – Khalde , Lebanon**

- Responsible for capital and revenue expenditure including asset accounting.
  - Overall management of working capital including management of inventories & receivables.
  - Provide guidance to functional heads on all aspects of revenue, purchasing, cost control including variance analysis, training and development of staff.
  - Collecting, preparing and interpreting reports, budgets, accounts, cost control, purchasing, commentaries and financial statements.
  - Undertaking strategic analysis and assisting with strategic planning.
  - Undertaking research into pricing, competitors and factors affecting performance.
  - Controlling income, cash flow and expenditure.
  - Managing budgets.
  - Calculate and distribute wages and salaries.
  - Maintains files of all contracts, insurance policies, tax reports, expenses, payroll, etc.
  - Developing and managing financial systems / models.
  - Prepare regular reports and summaries of accounting activities.
  - Supervising the Financial Department staff including accounting, purchasing and cost control.
  - Liaising with General Manager and owner representative.
  - Ensure correct taxation are applied on all billing software like Property Management systems (PMS), Point of Sale (POS) and other software's.
  - Review the Accounts Receivable (A/R) ageing reports on a daily basis.
  - Maintain accurate collection of all cost figures of consumption operations (food, beverage, operational equipment, etc...).
  - Monitor monthly revenue control generated from all departments.
  - Supervise periodical inventories of food and beverage & operational equipment items with the assistance of Storekeeper and Food & Beverage personnel.
  - Spot check merchandise received daily to ensure adherence to specifications.
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**General Accountant and Financial Director Assistant**

**March 2008 – September 2017**

**THALES INTERNATIONAL – Riyadh, Saudi Arabia**

**French multinational company specialized in the aerospace and defense sector.**

Processes all types of vouchers, purchase request, accounting and finance:

- Develops business plans for several projects
- Processes all types of vouchers, payment of goods and services (military equipment, communication and security systems, leasing house, cars, etc.)
- Examines and control all payments requests in line with contracts signed
- Handles accounts receivables and payables
- Reconciles the bank and suppliers accounts
- Prepares financial plan to new train project at Saudi Arabia (RIYADH-MEKKA-MADINA-Etc.)
- Handles the cash and daily payment with daily reconciliation
- Handles staff compensation and benefits: payrolls, vacations, insurances, etc.
- General accounting entries

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**Accountant and Production Costs Controller**

**August 2007 - March 2008**

**PROJECTS & SUPPLIES – Bouar, Lebanon**

**Lebanese company specialized in lightning systems, fixtures and false ceiling industry.**

- General accounting entries
- Preparing payrolls
- Responsible of the petty cash
- Reconciliation (bank , customers and suppliers statements)
- Preparing production costs of PS LAB factory (raw materials, labor cost, electricity, maintenance, etc.)
- Purchasing equipment from local and foreign suppliers, and specifying the payment terms

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**Accountant**

**January 2007 - August 2007**

**SAINT JOSEPH UNIVERSITY - Street Damascus-Beirut, Lebanon**

- Preparing reports to the Chief Accountant and Financial Department
- Deadlines for student's financial aids
- VAT reporting
- General accounting

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## **EDUCATION**

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**English Proficiency Diploma**

**June 2007**

Georges Town University - U.S.A.

**Bachelor in Business and Management**

**June 2006**

Saint Joseph University – Huvelin, Beirut

**Lebanese Baccalaureate : Sociology-Economics**

**June 2002**

Saint Joseph School – Jbeil

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## TRAINING

**Internship - Marketing Department**  
**OGERO TELECOM – Bir Hassan, Beirut, Lebanon**

**June 2006 – October 2006**

Preparing of a detailed study on prepaid phone cards:

- Preparing questionnaire
- Gathering information
- Training the team
- Distribution of tasks
- Analysis of results
- Preparing reports

*P.S.: This study was presented to the former Lebanese Minister of Communications Marwan Hamada.*

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## PERSONAL INTERESTS AND OTHER INFORMATION

### *Personal Information*

- Nationality: Lebanese
- Date of Birth: 25 April 1982
- Marital Status: Married

### *Areas of Expertise & Skills*

- Handling accounts, Cost control, Time management, General accounting, Expense control, Research and analyses, Payrolls, Budget preparation
- Computer skills: Microsoft Office (Excel, Word, Power Point), Visual Basic, Sun cli32

### *Languages*

English, Arabic and French

### *Interests and Activities*

Basketball, military models collection & camping

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## REFERENCES

Available upon request

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