

# **CURRICULUM VITAE**

**WALID SOUHEIL GHAZZAOUI**

## **Vocational Aim**

As a self-reliant, enthusiastic, positive, and creative person with a chief disposition, able to work under pressure, alone, and with a group, I am looking forward to attain a successful career through a front position in a reputable organization in which a great deal of potential to the profit of the business can be utilized.

## **Personal Information**

Date of Birth: October 1, 1981  
Nationality: Lebanese  
Marital Status: Married  
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## **Academic Record**

10/2005- 08/2008 Arts, Sciences & Technology University in Lebanon (AUL) – Beirut  
BA in Management  
  
10/2001- 06/2004 ARCATECH University Institute - Hazmieh  
BA in Accounting  
  
10/1997- 08/2000 YWCA College of Technology - Beirut  
BT3 Commercial Science

## **Employment Record**

03/2017-11/2018	<b>Future Management Holding SARL</b> Senior Accountant	<b>Ras El Nabeh, Beirut</b>
	<ul style="list-style-type: none"><li>- Prepares journal entries &amp; reconciliation of general ledger &amp; subsidiary accounts.</li><li>- Handling collection process, review statements, reminders &amp; negotiating collections from supplier &amp; clients.</li><li>- Managing the performance of cost data processing &amp; analysis in order to provide management with project status.</li><li>- Controlling the fixed assets (inventories. depreciation, allocations)</li><li>- Reconcile bank statements and resolve accounting discrepancies and irregularities.</li><li>- Prepare the VAT, NSSF &amp; Tax on Salary declaration.</li><li>- Assist in preparing the annual budget estimate for expenditure, in coordination with the Financial Manager.</li></ul>	
03/2017-Present	<b>Sibamed Drug Store SARL</b> Accounting & Administrative Manager – Part Time	<b>Mazraa, Beirut</b>

06/2014-02/2017	<b>Sibamed Drug Store SARL</b> Accounting & Administrative Manager <ul style="list-style-type: none"> <li>- Handling all accounting and financial functions</li> <li>- Develop and manage annual budget estimate for expenditure in coordination with the External Auditor.</li> <li>- Organization of fiscal documents.</li> <li>- Manage grantor contracts and reimbursement requests.</li> <li>- Administer payroll, employee benefits and organizational insurance</li> <li>- Improve the operational systems, processes and policies in support of organizations mission</li> <li>- Manage and increase the effectiveness and efficiency of Support Services</li> <li>- Continuous management and support of budget and forecast activities, including calculation of completed units of service.</li> <li>- Direct and control corporate governance and regulatory compliance procedures within establishment.</li> </ul>	<b>Mazraa, Beirut</b>
08/2009-05/2014	<b>LEMATIC S.A.L.</b> <b>(Manufacturer “CONCORD”)</b> Senior Accountant & Financial Controller <ul style="list-style-type: none"> <li>- Prepare financial management reports on monthly basis</li> <li>- Review the export process and ensures compliance with government laws and regulations.</li> <li>- Control export clients’ accounts, and manage costing reports.</li> <li>- Develop and consolidate financial reports weekly (Cashflow, analysis, and others), based on the treasury and sales department.</li> <li>- Manage and follow up with banks concerning deposits, transfers, loans &amp; renew all companies’ operations engagements (L/C, L/G, Insurances...).</li> <li>- Reconcile bank statements and resolve accounting discrepancies and irregularities.</li> <li>- Review, investigate, and correct errors and inconsistencies in financial entries, documents, and reports.</li> <li>- Assist in preparing the annual budget estimate for expenditure, in coordination with the Finance Manager.</li> </ul>	<b>Verdun, Beirut</b>
11/2007-03/2009	<b>CAPITAL OUTSOURCING</b> (Insurance Department) Customer Support Officer <ul style="list-style-type: none"> <li>- Responsible to customer request</li> <li>- Assuring proper request accomplishment</li> <li>- Handling customers complains</li> <li>- Accident Assessment &amp; Invoice Auditing</li> <li>- Processing Data &amp; Scanning</li> </ul>	<b>Ashrafieh, Beirut</b>
04/2009-05/2014	<b>Sibamed Drug Store SARL</b> Accountant (Part Time) <ul style="list-style-type: none"> <li>- Make journal voucher and proper handling of financial transactions.</li> <li>- Conciliate clients’ accounts.</li> <li>- Perform the Income Tax.</li> <li>- Control suppliers’ accounts.</li> <li>- Prepare the assets depreciation.</li> <li>- Assist in preparing the salaries and the related benefits.</li> <li>- Assist in preparing the annual budget estimate for expenditures, in coordination with the Financial Controller.</li> <li>- Attend meetings and trainings of the related department.</li> </ul>	<b>Mazraa, Beirut</b>

05/2005-06/2006	<b>BLISS HOUSE Restaurant</b> <b>(Hadeem Catering – Franchisees Company)</b> <b>Branch Manager</b> - Founding the main branch in Riyadh: Responsible for 45 employees, monthly schedule, stock control, purchasing orders & handling customer complains. - Opening other minor branches: Responsible for major and minor branch employees, revising reports from other branches, banking deposit, scheduling, preparing salaries and related benefits, managing stock, purchasing & dealing with different problems.	<b>Riyadh – KSA</b>
01/2004-05/2005	<b>BLISS HOUSE Restaurant</b> <b>Assistant Branch Manager</b> - Assist in handling the responsibility of the main branch of approx. 52 employees, monthly schedule, stock control, purchasing orders & handling customer complains, banking deposit, scheduling, preparing salaries and related benefits, managing stock, purchasing & dealing with different problems.	<b>Hamra, Beirut</b>
09/2000-10/2002	<b>Delivery Coordinator</b> - Manage the main branch delivery order section, coordinate the delivery process, responsible for 12 employees, scheduling & handling customer complains.	
11/2002-11/2003	<b>Military Service</b> Accomplished with a clean record.	

### **Certificates & Miscellaneous Skills**

Languages:	Arabic (Native), English IELTS-Academic (S6.5, R7.0, W6.0, L8.0) IELTS-G, (S5.0, R6.0, W5.5, L7.0), French (Intermediate)
Computer:	Microsoft Office (Word, Excel, PowerPoint, Access) FoxPro, Dolphin (Accounting System) Soft System (Accounting & P.O.S System)
Certificates:	- Financial Accounting Basics Workshop Certificate “Morgan, Center for Corporate Services CCS” – August,2012 - Preparation Courses CMA Part 1 & Part 2 – At BFC - Hamra (2017) - Preparation Courses IFRS – At BFC – Hamra (2018)

**REFERENCES ARE AVAILABLE UPON REQUEST**