

JOSEPH MAKHLOUF

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Born 1993

EDUCATION

- 2013 – 2016: **B.A. in Accounting**, Lebanese university, Faculty of Business, Tripoli, North Lebanon.
- 1996 – 2013: **Baccalaureate part II**, Economics and Sociology, Zgharta High School, North Lebanon.

WORK EXPERIENCE

- April **2018** – June **2018**: **Accountant, French Department Stores (FDS)**, Galeries Lafayette, Dubai Mall, UAE.
- November **2016** – April **2018**: Treasury Executive, **BREAKFAST & CO SAL** (ZAATAR W ZEIT - Leading fast casual restaurant chain in Lebanon & the GCC), Zouk Mosbeh, Lebanon. **Reporting to the Head of Treasury.**
 - **Main Responsibilities:**
 - **Cash Journal Entries & Cash Reconciliations (All outlets & Head Office)**
 - Process cash entries on Navision on time and make sure the cash policy is abided by and respected; and
 - Perform cash reconciliations and report differences in case of any discrepancies.
 - **Petty Cash & Cash Requests Preparation**
 - Review and check the conformity of all submitted petty cash invoices and cash requests as per the set guidelines; and
 - Process entries on Navision and handle cash receipt and payment entries.
- June **2016** – November **2016**: Accounts Payable Officer, **BREAKFAST & CO SAL** (ZAATAR W ZEIT), Zouk Mosbeh, Lebanon. **Reporting to the Accounting Manager.**
 - **Main Responsibilities:**
 - **Suppliers Accounts Reconciliation**
 - Review and reconcile supplier's statements on a monthly basis; and
 - Identify and follow up on discrepancies to ensure appropriate correction measures are applied and set controls to prevent such instances of happening again.
 - **Dispatching Payments to Suppliers and Employees**
 - Identify payment amount and payment method as per agreed terms with the supplier;
 - Prepare payments to suppliers on a monthly basis; and
 - Prepare salary payments for employees paid on cash basis.

ADDITIONAL SKILLS

- Computer Skills: Navision (Accounting & Finance Software) and Microsoft Office.
- Languages:
 - Spoken, Written, and Read: English, Arabic, and French.
 - Fluent in English and Arabic.