

MOHSEN HAIDAR

BEIRUT, LEBANON
MARITAL STATUS : SINGLE
BIRTHDATE : MAY 1ST,1991
MOBILE : 00961 3 145685
EMAIL : MOHSEN-HAIDAR@LIVE.COM

OBJECTIVE

Detail-oriented Financial Controller with proven track record in providing transformative leadership to growing organizations. High knowledge in all aspects of financial management with success in developing robust standards, internal controls, and processes while minimizing risk. Excited to bring talent and leadership to organization offering room for growth.

WORK EXPERIENCE

➤ Financial Controller

Jun 2018 – Apr 2019

Arthaus International (BAC SAL)

Lebanon, Beirut

- Preopening Team
- Cluster FC on eight properties in Lebanon, France & London

➤ Financial Controller

Dec 2017 - Jun 2018

Sheraton International Hotel Basra

Iraq, Basra Governorate

- Worked with executives to create annual budget and tracked actual expenses against projected expenses. Reviewed contracts financially impacting company and counseled executive leaders on the impact contracts would have on company.
- Supervised 16-person accounting team.
- Prepared external audit documentation and financial reports.
- Oversaw daily financial functions, including accounting, payroll and financial reporting.
- Introduced internal controls to monitor critical areas of financial control and devised corrective actions to address risks or deficiencies.
- Managed payroll processing for 270 employees.
- Modified a comprehensive financial reporting package to reflect growing organizational complexity. Maintained integrity of general ledger, including the chart of accounts.
- Filed tax returns and prepared governmental reports in compliance with strict standards. Analyzed monthly balance sheet accounts for corporate reporting.
- Generated financial statements and facilitated account closing procedures each month. Analyzed and researched reporting issues to improve accounting operations procedures. Created periodic reports comparing budgeted costs to actual costs.
- Suggested budgetary changes to increase company profits.
- Maximize productivity and morale by setting goals, providing clear guidelines and developing team spirit.

➤ **Assistant Financial Controller / Acting FC**

Feb 2016 - Dec 2017

Le Patio Boutique Hotel

Lebanon, Beirut

- Preparing payroll
- Prepare the VAT, NSSF and Income Tax, and assist the Auditors in Declaration. Supervise the day to day work done by the various staff of the Accounting department. Schedule and follow up the vacation plan for the accounting staff for the year.
- Update Assets & Liabilities analysis registers on a regular basis with the prepaid charges, deferred expenses,
- Update the listing of purchases of furniture, fixtures and equipment (FF&E) to be purchased from the purchase request submitted / purchase orders processed.
- Verify the purchase requests / purchase orders on a daily basis with the approved budget and control the purchase of FF&E, Operating Equipment and Uniforms.
- Follow up that Inventory Clerk maintains the master key and Sub Master Key control register and issue the same on management approval.
- Follow up that General Cashier safeguard the bank checks and issue them against signature to authorized personnel.
- Follow up that Accounts Payable update all projects status file on a regular basis from the purchase orders received daily.
- Prepare journal vouchers for the adjustments entries at the month end closing.
- Update the accruals for the utilities and all other accruals to be on line with the actual expenditure and appropriate entries are passed.
- Review the journal vouchers passed-on at the month-end closing by other sections of the accounting and make correction entries as appropriate.
- Review the report of operations for accuracy and the contents. Prepare the reconciliation of the General Ledger accounts. Prepare Trend of Operation report and P&L report.

➤ **Income Auditor / Cost Controller / Accountant**

Nov 2014 - Feb 2016

Le Patio Boutique Hotel

Lebanon, Beirut

➤ **Night Manager**

Jan 2013 - Oct 2014

Le Patio Boutique Hotel

Lebanon, Beirut

➤ **Night Auditor**

Mar 2011 - Dec 2012

Le Patio Boutique Hotel

Lebanon, Beirut

➤ **Night Receptionist**

Jun 2010 - Sep 2010

Four Points by Sheraton Bhamdoun

Lebanon, Bhamdoun

EDUCATION

- BBA: Accounting
- LT: Licence Technique: Hotel Management
- TS: Technicien Supérieur: Hotel Management

Additional Info:

Instructor for College Graduates as a part time Job

Oct 2012 - Present

VIHM

Lebanon, Beirut

- Human Resources Management
- Hotel Management
- Lodging and Fidelio System
- Etiquette and Protocol

SKILLS

- | | |
|--|----------------------------------|
| *Good Computer knowledge (software and hardware) | |
| *Omega | *Microsoft Office administration |
| *Opera | *Accounting management |
| *Fidelio | *Internal control management |
| *Micros | *IFRS proficiency |
| *SUN | *Risk management |
| *SCM | *GAAP and statutory reporting |
| *PMS | *SOP development |
| *GPOS | *Superior attention to detail |
| *Team Leadership | *Cash flow analysis |
| *Strong communication skills | *Budget |

LANGUAGES

- Arabic: Native
- English: Excellent communication skills, verbal and written