

# LoayBaddour

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## Senior Executive: Finance / Accounts

High caliber, meticulous professional with 8+ years of experience in **accounting functions** experience entails managing accounting procedures, expense control, financial planning and account reconciliation. Insightful experience pertaining to **end-to-end accounting of organization**, which includes payables and receivables management, **bank reconciliations, closure of book of accounts, preparation of financial statements** etc. Adroit in **handling complex accounting and financial data** to provide reliable business information, strengthen financial reporting and maintain compliance with statutory guidelines. Skilled at **liaising with vendors, banks and key stakeholders** to facilitate business operations, secure funds and mobilize company finances for maximum financial returns. Exploring a senior role with a renowned organization to improve business results and profitability

### Key Skills

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|----------------------------|------------------------|-------------------------|
| ✦ NSSF                     | ✦ Accounts receivable  | ✦ Petty Cash Management |
| ✦ Inventory Reconciliation | ✦ Cash Management      | ✦ Budgetary Control     |
| ✦ Accounting Standards     | ✦ Accounting processes | ✦ Management Reporting  |
| ✦ Taxation TVA & GST       | ✦ Multitasking         | ✦ Financial Analysis    |
| ✦ Accounts payable         | ✦ Asset management     | ✦ Audit Management      |
| ✦ Bank Reconciliation      | ✦ Variance Analysis    | ✦ Leadership            |

### Professional Experience

**Head of Accounting Department (Nov. 2018 – March 2019)**  
C Care SARL. Beirut.

#### Key Responsibilities:

- Review journal entries of the accounting department, to insure accuracy.
- NSSF, TVA - quarterly & Monthly.
- Verify, allocate, post and reconcile accounts payable and receivables.
- Monthly bank reconciliation.
- Preparing profit and loss and others financial statement reports on monthly bases.
- Follow up the daily collection from clients.
- Coordinating & preparing of short term budgets.
- Prepare cash flow statements and supplier payments.
- Processing of monthly payroll.
- Calculate gross profit for each project.
- Follow up and controlling the stock movement.
- Cooperate with auditor to improve the whole accounting process using Pims accounting software.

**Head of Accounting Department (March 2013 – Oct 2018)**  
, Monrovia, Liberia

*Metalum Liberia Ltd is a trading and manufacturer company. This company produces zinc for house roofing as products and export building materials as tiles, sanitary and kitchen cabinets.*

#### Key Responsibilities:

##### **Accounting**

- Coordinate operations of the accounting department, execute accounting processes and ensure accounting standards are followed.
- Monitor daily transactions and ensure their proper treatment in accounting books, maintain accurate record of transactions.
- Involve in exporting zinc from Japan based on Bank LC Letters (coordinate the negotiation for prices from the suppliers to get the best price, and after confirming the price follow up the bank to open LC Letter.)

- Check the daily data entry for sales, Metalum Liberia L.T.D purchases, expenses, receipts, bank deposits, transfers & check payments.
- Verify the correctness of daily stock movement on the system between the warehouses and the branches and for the production slips from the factory that is entered on the system.
- Prepare daily reports for the management that can show the daily sales, expenses, purchases, receipts, payments & daily closing balance for the cash in each branch.
- Calculate the cost for each item and coordinate with the sales department to give the suitable whole sale & retail price for each item after we receive shipments of imported goods in containers.
- Prepare the payroll for the employees and casual wages including income tax and social security (NPS & EIS).
- Calculate monthly the Tax amount as GST (Tax on Goods & services), Withholding Tax, calculate quarterly the social security tax & calculate the annual Real estate tax & prepare the manager checks for these taxes to be paid through the bank.
- Coordinate the work of the local liberian auditors that can come from ministries of finance, commerce & labor to check our company payroll and accounting reports.

#### **Account Receivable & Payables**

- Regulate accounts receivable and accounts payable, maintained favorable balance between ARs and APs, expedite receivables from debtors / customers and processed payments of suppliers as per the credit policy of the organization.
- Obtain invoices from vendors and suppliers, formally communicate with external entities to resolve invoicing discrepancies (if any) and release payments as per the credit policy of the company.
- Expedite receivables / dues from debtors / customers, prepare and forward invoices in time to facilitate cash inflows as per the credit policy and improved debtors' turnover ratio.

#### **Operations**

- Monitor all accounting transactions involving invoices, purchases, payments receipts and transactions related to stock (in-out, production slips, transfer slips, Break down slips.)
- Ascertain the correctness of the Accounts Payable, Accounts Receivable and Bank Accounts.
- Ensure the correct calculation for taxes as Sales Tax & GST Tax to be paid on time
- Handle petty cash, prepare expense reports, process monthly salaries and bank reconciliations and balance confirmations.
- Ensure the correctness of the cost calculation on our zinc products and imported goods as sanitary, kitchens, tiles and other building materials.
- Cooperate with auditor to improve the whole accounting process using silicon accounting software.
- Coordinate for salaries (Payroll) & casual wages and control the stock of the factory & warehouses.

#### **Auditing**

- Ascertain full compliance with standard accounting practices and procedures, assisted auditors by providing documents and reports during audits. Initiate period end closing of financial accounts on a timely basis and as per the agreed plan.
- Interact with external auditors and function as key contact by supporting them with explanations during the audit process.
- Coordinate for external audits till the finalization of quarter/annual accounts and related statements.

**Chief Accountant (Jan 2011 – Feb 2013)**  
Dar lubnan for Printing & Publishing, Beirut, Lebanon

#### **Key Responsibilities:**

- Monitored daily transactions and ascertained their proper treatment in accounting books, maintained accurate record of transactions. Supervise the company cash flow to maximize profitability.
- Handled reports to the general management in order to solve financial issues by reducing costs and maximizing profitability. Ensure the integrity and correctness of all financial data transactions.
- Involved in accounts receivables, invoices, budget, and other reports to summarized current as well as projected organization's financial position.
- Coordinated for the statements of accounts related to suppliers and customers in order to receive our debit and settled the payments in the proper value date of time.
- Handled monthly financial reports such as (profit & loss), and cooperated with the production management and human resources department to decrease the variable and labor costs.
- Coordinated the payroll of the staff including monthly, daily, and hourly workers in order to have accurate process in preparing salaries every month.
- Cooperated with customer service department in order to establish sales invoice based on delivery notes.
- Supervised the daily closing of the cashiers and control the monthly inventory and managing the variances of the stock.
- Scheduled the staff depending on the requirements of the daily business needs by cooperation with the production and human resources department. Closed TVA seasonally.
- Collaborated with the auditor to improve the whole accounting process and to have accurate reports about the accounting and the financial statement of our company.

- **Trainee**, Bank of Beirut and Arab countries (BBAC), Lebanon, November 2010 – December 2010 (2 Months)
- **Trainee**, Auditacc for accounting and auditing, Lebanon, April 2009- July 2009 ( 4 months)
- **Cashier**, Lebanese International Touristic Projects Com. (Americana) - ALEY, Lebanon, May 2005 - September 2006 (1 Year 5 Months)

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## Education

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- **Business Administration (Accounting & Finance)**, Lebanese university, Beirut, Lebanon, November 2010
- **Baccalaureate In Socio-Economic**, Lebanese High School, Lebanon, July 2003

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## Professional Development

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### TRAINING COURSES AND WORKSHOPS:

- Noria End of Year Closing, EDM Software Solutions, Dec 2011

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## Personal Details

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| • Nationality: Lebanese         | • Marital Status: Married            |
| • Date of Birth: 22 April, 1981 | • Languages: English, French, Arabic |