

ZEINA HAJJ CHAHINE

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Professional Profile

A highly motivated professional with a Bachelor degree in Business Administration and currently completing a Certified Management Accountant ("CMA") course by US Institute of Management Accountants. Experience in book keeping, accounting, customer relationship and communication with local and international companies. An organized team player with positive attitude and feedback from colleagues and counter parties. Strong attention to details and multi tasking skills.

Experience Record

Finance Coordinator **KFF Khalil Fattal & Fils**
Speciality Group Department – Magnet sal & Alliance Electronics sal
(includes Sony, Kenwood, Brown, Fujitsu brands)
Beirut, Lebanon
January 2013 – October 2013

Main Responsibilities:

- Processed supplier invoices and verified that supporting documents complied with all requirements
- Checked and processed suppliers and employees payment vouchers
- Reviewed all bank statements, verified accuracy of invoices and credit card slips
- Filed fixed asset forms and confirmed compliance with company requirements
- Ensured receipts were in compliance with bank checks details
- Filed invoices, kept all files updated and maintained entertainment expenses tracking sheet
- Fulfilled compliance and control assignments upon management request

Accounts Receivables Officer **KFF Khalil Fattal & Fils**
TE VEGA SARL
(includes XEROX copiers, printers, and related products)
Beirut, Lebanon
May 2011 – December 2012

Main Responsibilities:

- Managed accounts receivables and customer relationship via calls, e-mails and meetings
- Prepared customer account statements
- Reconciled accounts for customers and updated aging file
- Collected checks & cash from drivers and transferred them to KFF central cashier
- Handled customer inquiries regarding interruption in service due to payment issues
- Tracked and ensure that customers settle their invoices as per promissory notes schedule
- Confirmed that payments are deducted from the related invoices on the computer system

Senior Accountant – Lebanon, Syria and Jordan **Merck/Schering Plough**
Beirut, Lebanon
May 2003 – November 2010

Started as an Assistant to Finance Manager, then promoted to Accountant then promoted to Senior Accountant for Lebanon, Syria and Jordan. Left post company merger and restructuring.

Main Responsibilities:

Accounts payables including:

- Ensured proper compliance documentation (Business Integrity Assurance) of payments and refunds to health care professionals and suppliers
- Received, checked and itemized all employee expenses prior to payment
- Coordinated all other administrative aspects of the finance function
- Classified accounts according to the Company's international standard operating procedures (SOPs) and local Lebanese accounting rules and regulations
- Ensured consistency of invoices with corresponding purchase orders and prepared payments
- Prepared monthly trial cash balance for payments from international transfers and local banks
- Responded questions and passed PriceWaterhouseCoopers audits
- Received internal award for good performance and attention to details

Internal reporting including:

- Updated payment database and produced annual reports summarizing frequency and total amounts by health care professional and supplier
- Updated database for car accidents and maintenance per employee and for promotional items
- Prepared monthly reports for outstanding internal and external cash commitments
- Prepared monthly bank account reconciliations

Other administrative tasks:

- Coordinated activities with other team members. Built good relationships across organization
- Quality control, itemization and authorization of expenses prior to approval by senior management for payment
- Filing of compliance documentation, including distribution of new and updated Standard Operating Procedures (SOPs), hard copies of new updates, and training material
- Adapted well to regional expansion and acquisition integration in 2008 by handling more tasks

Professional Training

Certified Management Accountant ("CMA") course by US Institute of Management Accountants
Accounting Finance Training
LCRN – Conflict Management Training
Negotiation – Get to Yes
Microsoft Excel
Team Building Event – ICTN

Education

Bachelor French Literature (ongoing)
Faculty of Science and Literature
Zahle – Lebanon

Lebanese University

Bachelor in Business Administration
Faculty of Business Administration
Zahle – Lebanon

Université Saint Joseph

Bachelor in Archeology
Zahle – Lebanon

Lebanese University Faculty of Archeology

Other

Marital Status: single
Fluent in French and Arabic. Very good in English
Extensive travel experience in the US, UK and Europe
References available upon request