

# Fadi M. Youssef



## Personal Information

- Marital status: Married
- Nationality: Lebanese
- Current Address: Beirut - Lebanon
- Place of Birth: Aine Ikrine – El koura 1983
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## Experience

### ***Jan. 2016 Till Present MAN Enterprise SAL – Beirut Head Quarters*** **Senior Accountant**

- Reporting to Corporate Financial Manager.
- Daily cash and banks Position, biweekly payables aging schedule, monthly Profit & Loss Report.
- Assets, Provisions, Prepaid & Accrual Expenses monthly files preparation.
- Banks, Affiliated companies and third parties reconciliations.
- NSSF, Tax and personnel accounts follow up, payments, and posting related entries.
- Assisting in Internal and External Audit.

### ***Dec. 2008 – Dec. 2015 MAN Enterprise SAL Offshore Abu Dhabi Br.*** **Senior Accountant (Head of Department)**

- Financial reporting and review (Financial Statements IFRS).
- Reporting to General Manager, Managing Director and Corporate Financial Manager.
- Daily cash and banks Position, weekly payables aging schedule, monthly Profit & Loss Report and Projects Cost Report.
- Cash flow forecast preparation, cash management and banking relations.
- Assets, Provisions and Prepaid Expenses monthly files preparation.
- Banks, Affiliated companies and third parties reconciliations.
- Labors Payroll preparation, review and finalization.
- Assisting in Internal and External Audit.

### ***Apr. 2007 – Nov. 2008 Moughanni – Auditors & Consultants Mkalles*** **Accountant & Auditor**

- External audit and control techniques.
- Financial and audit reporting (Financial Statements IFRS).

***Dec. 2006 – March 2007      HLB-Barghoud      Hamra-Beirut***  
**Auditor**

- Financial audit and control techniques.
- Financial and audit reporting (Financial Statements IFRS).

***Jan. 2006 – July 2006      Moughanni – Auditors & Consultants Mkalles***  
**Assistant Auditor & Accountant**

- Financial audit and control techniques.
- Financial and audit reporting (Financial Statements IFRS).
- Book keeping on PIMS and Dolphin Accounting software.

***October 2005      BLC Bank      Kousba – El Koura***  
**Trainee**

- Training on all banking operations.
- Loans studies ( loan nature, amount, rate, guarantees ...)
- Mosaic Banking System.

***September 2004      United For Accounting & Auditing      Tripoli***  
**Accountant Trainee**

- Training on accounting techniques.
- Accounting operations on DEM Accounting Program.

## **Education**

2001-2005    Lebanese University, Faculty of Business Administration

- B.S., Accounting and Finance.

## **Knowledge**

Microsoft Word

- Good in Microsoft Word (Arabic, English, French)
- Good in Power Point
- Very good in Excel

## **Languages**

Arabic: Native speaker

French: read, spoken and written

English: read, spoken and written (level 402 Pre-advanced and Business English 450 A at the ALLC American Lebanese Language Center – Sin El Fil)

## **Interests**

Sports: Skiing, Diving, Taekwondo (instructor), Football, Volleyball, Basketball Rowing.

Activities: Photography, handicrafts, camping.