



## **C.V.**

### **PERSONAL DATA**

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**NAME:** ISSAM BOU MATAR

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**DATE OF BIRTH:** 18/6/1971

**NATIONALITY:** LEBANESE

**SEX:** MALE

**MARITAL STATUS** SINGLE

### **OBJECTIVE**

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TO FIND A CHALLENGING AND REWARDING POSITION UTILIZING MY EDUCATION, BACKGROUND AND EXPERIENCE

### **EDUCATION**

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- BACC 2: MATH – HARIRI HIGH SCHOOL 2
- B.S. MAJORING IN COMPUTER MATH /LAU (BUC FORMERY) (LEBANESE AMERICAN UNIVERSITY) / LEBANON
- DOUBLE MAJOR IN BUSINESS / NDU (NOTRE DAME UNIVERSITY) / LEBANON

### **LANGUAGES**

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**ARABIC & ENGLISH:**

**EXCELLENT (READ, SPOKEN & WRITTEN)**

## WORK EXPERIENCE

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OVER 20 YEARS OF ACCUMULATED EXPERIENCE WORKING FOR DIVERSITY OF COMPANIES COVERING DIFFERENT TYPES OF BUSINESS:

- BANKING SECTOR  
BLOM BANK –LEBANON  
SCOPE OF WORK:  
AS ACCOUNTANT-  
RECONCILIATION SHEETS BETWEEN BLOM AND CORRESPONDANTS (BANORABE PARIS, DEUTCHE BANK, BDL BANK OF AMERICA, AL RAJHI, ETC) AND BETWEEN MAIN ACCOUNTING DEPARTMENT AND BRANCHES AND TREATING PENDINGS + TREASURY BILLS' REPORTS REQUIRED BY BDL (BANQUE DU LIBAN)  
AS TELLER –  
OPENNING DIFFERENT KIND OF ACCOUNTS, CASH IN, CASH OUT, TRANSFER BETWEEN ACCOUNTS, INWARD PAYMENT ORDERS, MAIL PAYMENT ORDERS, SALE AND PURCHASE OF DIFFERENT CURRENCIES, BANKER CHECKS ISSUANCE, PURCHASED CHECKS (CLEARANCE), LETTER OF CREDIT , LETTERS OF GUARANTEE, ETC.
- EDUCATIONAL SECTOR  
(AL AHLIAH SCHOOL - LEBANON : SCOPE OF WORK : TEACHING COMPUTER COURSES SUCH AS MICROSOFT OFFICE)
- INDUSTRIAL AND TRADE SECTOR  
SAMAH GROUP FOR TRADE AND INDUSTRY - LEBANON ( WOOD INDUSTRY & DECORATIONS ) + SINAR FOR TRADE AND INDUSTRY - LEBANON ( PAINT AND DECORATIONS ) + TECHNO Q. QATAR (ELECTRONICS CO./AUDIOVISUALS-CONTROL SYSTEMS-FIRE SYSTEMS-LIGHTING-IT-LIGHTING-SECURITY)  
SCOPE OF WORK : CHIEF ACCOUNTANT
- TRADE SECTOR  
CHOCOROSE (CHOCOLATE, ROSES, AND CRYSTAL TRADE) –QATAR-  
SCOPE OF WORK :GENERAL MANAGER  
(ALL ACCOUNTING CYCLE – MANAGEMENT – MARKETTING FOLLOW UP)
- AUDIT SECTOR  
TALAL ABU GHAZALEH & CO. – LEBANON –  
SCOPE OF WORK: AUDITOR : PREPARING FINANCIAL REPORTS (INCOME STATEMENT, BALANCE SHEET, AND CASH FLOW STATEMENTS), AND SPECIAL ASSIGNMENT REPORTS DEMANDED FROM COMPANY'S OWNERS OR BOARD OF DIRECTORS, IN ADDITION TO COORDINATION OF LARGE PROJECTS WITH TEAMS TO PERFORM THESE PROJECTS ACCORDING TO CONTRACTS SIGNED
- INTELLECTUALL PROPERTY SECTOR  
ABU GHAZALEH INTELLECTUAL PROPERTY – LEBANON  
SCOPE OF WORK: ACCOUNTING AND FINANCE.

## **CERTIFICATION**

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- CERTIFICATE IN BANK ACCOUNTING FROM USJ-SAINT JOSEPH UNIVERSITY / LEBANON
  - CERTIFICATE IN ADVANCED M.S.OFFICE (M/S WORD,EXCEL,ACCESS,POWERPOINT) RECEIVED FROM NEW HORIZONS TRAINING CENTER / LEBANON
  - CERTIFICATE IN “SALES LIFE STYLE “FROM C&F CONSULTANT LTD / LEBANON
  - CERTIFICATE IN “ADRESS CUSTOMER NEEDS” FROM “INTERNATIONAL TRAINING AND DEVELOPMENT GROUP - ITAD GROUP “/ (E-LEARNING) - AUSTRALIA
  - CERTIFICATE IN “LEBANESE LABOR LAW AND SOCIAL SECURITY LAW” FROM TALAL ABU GHAZALEH TRAINING – TAGTRAIN” / LEBANON
  - CERTIFICATE IN “LEBANESE TAXES” FROM TALAL ABU GHAZALEH TRAINING – TAGTAIN” / LEBANON
  - CERTIFICATE IN “BUDGETING AND FORCASTS” FROM “INTERNATIONAL TRAINING AND DEVELOPMENT GROUP – ITAD GROUP” / (E-LEARNING) - AUSTRALIA
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