

Roger M. Haddad

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Core Skills

- Budgeting and Planning
- Treasury and Cash Management
- Advanced knowledge of Excel
- Accounting and Financial Statements
- International Finance Reporting Standards (IFRS)
- ERP Knowledge: SAP, Navision
- Critical thinking and Analytical skills
- Logic and Reasoning skills

Experience

September 2018 –Till present

Treasury Analyst: arcenciel – *Sin el Fil, Lebanon*

Key Responsibilities:

- Control, monitor and optimize cash flow and prevent all the operational risks
- Prepare a monthly cash-flow forecast and present it to the upper management
- Prepare monthly financial statements (Balance Sheet, P&L, Cashflow)
- Identify financial status by comparing and analyzing actual results with plans and forecasts
- Optimize the banking portfolios and maintain financial partners relationships
- Propose and find financing solutions for the association
- Prepare budget in collaboration with the concerned parties
- Handle stock valuation and internal invoicing.

November 2015– September 2018

Accountant: arcenciel – *Sin el Fil, Lebanon*

Key Responsibilities:

- Register financial transactions while ensuring accuracy of supporting documentation
- Reconcile financial discrepancies by collecting and analyzing accounts' information
- Maintain assets register of newly-acquired and existing fixed assets, and record depreciation.
- Pay vendors based on monthly schedule
- Verify vendors' accounts by reconciling monthly statements and related transactions
- Handle accounts payable and receivables while maintaining accounts' reconciliations
- Ensure monthly bank and cash reconciliations
- Assist in the payroll process.

April 2014– May 2015

Accounts Receivables: Tania Travel – *Sodeco, Lebanon*

Key Responsibilities:

- Register invoicing data and develop a payment schedule for clients based on historical data and agreement
- Follow up with clients and collect their payments' dues
- Register customer payments by recording cash, checks, and credit card transactions
- Prepare bank reconciliations

May 2012–March 2014

Trade Payables Accountant: Spinneys – *Dbayeh, Lebanon*

Key Responsibilities:

- Check suppliers' schedules to pay dues according to the terms and conditions in contracts
- Reconcile suppliers' statement of account
- Register payments into the system,
- Ensure the signature of prepared checks and pay suppliers accordingly on a weekly basis
- Ensure monthly closing.

Education

June 2017- December 2017

Morgan International

Courses in International Financial Reporting (DipIFR)

Beirut, Lebanon

June 2012

Institut Supérieure des Etudes Commerciales (ISEC)

Technique Supérieure: Accounting

Mkalles, Lebanon