

## **Motivation letter**

With more than twelve years of experience in France within the group of BOUYGUES, I have gained a wide knowledge as well as strong skills in the international accounting field, finance, consolidation and cost control. I was responsible for the aggregation and consolidation of international results of “Bouygues Travaux Publics”.

The practical skills that I have acquired throughout my experience, accompanied by a high sense of organization, meticulous and honest work along with my sense of management are my strongest features.

Nowadays, and after having decided to move back to Lebanon, I am looking to invest my knowledge in the Lebanese market. I would be interested in managerial openings in the following fields:

- Finance
- Accounting & administration
- Taxes
- Consolidation

It is to be noted that I am currently working for a “Heavy Machinery Dealership” part of “Africa International Group – Belgium” as “Group Finance & Reporting Manager”.

# Curriculum Vitae



<b>Name</b>	Claudette El Khoury
<b>Date of birth</b>	20/7/1971
<b>Nationality</b>	French & Lebanese
<b>Marital status</b>	Married with two children
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## EDUCATION

<b>1992-1993</b>	Université Saint Joseph (Bachelor in Accounting and Finance)
<b>1990-1991</b>	Université Saint Joseph (Diploma in Accounting and Finance)
<b>1988-1989</b>	Notre Dame de Machmouché School – Lebanese Baccalaureate

## JOB EXPERIENCE

**2017 till date**

### **Heavy Machinery Dealership Africa (HMD Africa)**

#### ***Group Finance & Reporting Manager***

##### **Functions**

- Managing Finance Department in Lebanon and African entities, Enhancement of existing Group policies & Procedures, internal audit.
- Consolidation of Group Financial Statements, Cash flow, budget & 5 year Business Plan.
- Monthly & yearly reporting, communication to the board.
- Follow up of Belgian accounts, liaison with auditors and lawyers.
- SAP alignment & Optimization.
- Coordination of the Group restructuring between Lawyers and shareholders of all entities (In Lebanon, Nigeria, Ghana, Guinea, Belgium and Mauritius).

**2013 till 2017**

**BYBLOS REAL ESTATE INVESTMENT (BREI)**

***Finance and Administration Manager***

Functions

- Budget preparation and control, cash flow analysis, daily transactions and bank accounts control.
- Preparation of several reports (financial statements, Budget control, and Real estate projects cash flow).
- In charge of all tax obligations (Tax on salaries, VAT, MOF Audit...).
- Supervision on issues such payments, cash receipts, invoicing, legal declarations, salary payments and NSSF, vacations.
- Acting as a liaison between companies, lawyers, auditors and legal authorities including banks.
- Participate and provide consultancy in preparing and launching of new project from a financial and legal aspect.

**2002 till 2013**

**BOUYGUES TRAVAUX PUBLICS - FRANCE**

***Head deputy of International Accounting Department***

Functions

- Bouygues Travaux Publics sub perimeter statutory Quarterly Consolidation including certification process with external auditors.
- Implementation, follow-up and closure of our long term construction projects in several different countries.
- Direct accounting production of French and foreign entities.
- Tax and Social Contribution production or follow-up in France and other countries.
- Team management both hierarchical and functional, including accounting training for French and Foreign team members.
- Missions to the following Countries (missions of accounting Installation and review):  
Jamaica, Dominican Republic, South Africa, Switzerland, Morocco, Holland, Germany and Croatia.

**2000 till 2002**

**B.M.L. ISTICHARAT**

***Chief Accountant***

Functions

- Responsible of the general accounting, cost control and HR.
- Preparation of quarterly and yearly reports.
- Coordination with the auditors, the ministry of finance, NSSF and other public administrations.

<b>1998 till 2000</b>	<b>BOUYGUES LEBANON BRANCH (BEIRUT SEA-FRONT PROJECT)</b> <i>Principal Accountant</i> Functions - In charge of general accounting, payroll, third parties and bank reconciliations and coordination with the auditors.
<b>1995 till 1998</b>	<b>DELTA TRADING (MASTER CHIPS)</b> <i>Chief Accountant</i>
<b>1994 till 1995</b>	<b>BOUYGUES LEBANON BRANCH (ELECTICITY REHABILITATION PROJECT)</b> <i>Cost Controller</i>
<b>1992 till 1998</b>	<b>“FOYER DE LA PROVIDENCE” TECHNICAL SCHOOL</b> <i>Accounting Teacher</i>

#### **COMPUTER SKILLS**

- Word, Excel, outlook
- SAP ERP (Software managing financial, assets and cost accounting, production operations, materials, personnel, plants and archived documents).
- Magnitude (Consolidation Software).