

William El Khoury

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Objective

To work within a community, which offers its staff challenges and the environment to perform, increase their skills and transfer their knowledge to a younger generation in order to achieve their goals.

Personal Skills

- Excellent communications skills;
- Ownership attitude towards responsibilities;
- Mature relationship with colleagues;
- Positive acceptance of criticism;
- Leadership behavior;
- Multitask management;
- Private Accounting Teacher;
- Old member at the Lebanese Red Cross;
- Old member at the Lebanese Scouts.

Skills

- Microsoft Office (word, Excel, PowerPoint and Outlook);
- Accounting Softwares as: Visual Brains; Silicon; Dolphin; Visual Big; Axal; FoxPro; Uno; Silicon; Matathon, Compta;
- Advanced Workshop on ISO 10002:2004 – Customer Satisfaction;
- Advanced Workshop on Taxes on Salaries and related declarations;
- Advanced Workshop in the Labor Law and the NSSF Law.

Education

BA – Business & Finance.

Sagesse University.

2008

TS3 Accounting Expertise.

Sagesse Technical College

2004

BT3 Commercial Sciences

Sagesse Technical College

2001

Experience

Senior Accountant & HR Manager at TEDMOB SAL & TLABS SAL (Offshore)

July 2017 till present

TEDMOB is a mobile solutions & apps development firm delivering disruptive projects for telco operators, big enterprises, media agencies & startups. I take full responsibility of the Accounting Department, such as Data entry, Billing, Depreciations, Monthly Allocations; Salaries calculation; Inter-companies allocations; Collection follow up; Implementing a cost reduction internal process; assisting in the preparation of all the official reports (VAT, NSSF, R3, R5, \$6, R10,); Direct communication with the banks and other creditors; making a new study for Kafalat Loan expansion; Daily updates on clients database; handling all renewals related to the companies; creating a monthly depreciation table and a yearly EOS provision table; created a payroll automated system (.xls) including all needed NSSF and Tax allocations; Direct communication with the audit and legal firms; weekly and monthly absence reports; submitting monthly cashflow and p&l reports; daily online bank reconciliations; assisting in the board and general assembly meeting preparations; filing; Co-responsible of the company's treasury.

Senior Accountant at TonyWard Haute Couture

December 2016 Till March 2017

TonyWard is a Lebanese-Italian fashion designer, whose creations are present in over 60 stores across the world. There, I started reorganizing the accounting department and the communication process between departments; Data entry; billing and collection follow up; monthly assets depreciations; HR and payroll management; Purchasing and cost control management; did a full reconciliation and submitted statistical figures concerning several months and years.

Senior Accountant at Amerab Business Solutions sal (ABS)

October 2008 – December 2016

Amerab Business Solutions SAL is a company specialized in providing solutions for AML/CFT in financial institutions. The company covers the Middle East, the Gulf and North Africa through a network of partnerships. There, I took full responsibility of the accounting procedures as of data entry, billing and depreciations; implemented a new accounting software; Purchasing and cost control; assisting in the preparation of the official reports (VAT, NSSF, R10, ...); coordinating with a sister company in the USA; Handling all insurance renewals and follow ups; assisting the board and general assembly meetings preparations; preparing a cash flow report and a simplified financial study of the company on a periodic base; end of year closing procedures; submitting statistical figures concerning several months or years; Co-responsible of the company's treasury.

Accounting Teacher at St. Charles Technical School

September 2011 – June 2012

St. Charles is a private technical institute in Ashrafieh, I taught the general accounting over one academic year the BP2 technical class, all of my students passed the official exam.

**Senior Accountant
at The Net Holding sal**

March 2008 – September 2008

The Net Holding sal is as an express courier company and has grown to represent multinational networks of specialized express and logistics companies, covering the entire supply chain across sectors and industries in the Middle East. There, I was responsible for the cost repartition between different sister companies thru the Holding company; bank and suppliers reconciliations; handling all the accounts of local and foreigners shipping agencies; accounting registration of Custom duties; Monthly allocations.

**Accountant
at Marche Du Rond Point & Rond Point Classic (cloth trading)**

July 2004– March 2008

Marche du Rond Pont is a family owned supermarket, I joined them after my first graduation. I was co-responsible over the establishment treasury activities and managing its cashflow, including cash and banks monitoring, as well as trade and non-trade receivables and payables. I also was responsible over the data entry and stock vs accounting control; monitoring the monthly financial reports; coordinating with the internal and the external auditors; assisting in the taxation and government relations; registering all data entries, bank reconciliations, third parties reconciliations; handling customers claims.

Languages

Arabic – Native Language,
English – Fluent,
French – Fluent.

Trainings

Securite Assurance;
Assalam Assurance;
Societe Centrale d'assurance.

References

Available upon request.