


Raymond Albert Dawra

Ashrafieh, Lebanon.

Male, Single

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Work Experience

*From 1 November 2018 till present: **Junior Accountant** at **WE FASHION Group SAL:***

Job Description:

- Prepare Cash flow
- Forecasted Budget
- Data entry
- Prepare A/P aging summary reports each month and accounts payable reconciliation reports
- Review the payment voucher, issues the check and updated the status of supplier.
- Shipments.
- Formulate a list summarizing all payroll liabilities payments.
- Prepare the monthly supplier reconciliation
- Prepare transfers
- Prepare the monthly check register
- Prepare the monthly accrued list - Prepare the monthly prepaid list
- Prepare VAT
- Prepare NSSF

*From 1 July 2018 to 1 November 2018: **Junior Internal Audit Specialist** in the Regional Department at **AZADEA Group Holding SAL:***

My Scope:

- Auditing Quality control for local and regional F&B operations in UAE.
- Auditing Local procurement in UAE
- Coordinating with Kuwait operations for all cleaning and maintenance suppliers -
Performing cycle counts in Dubai Mall for Pull & Bear and Zara shops.
- Conducting meetings with Country and HR managers of Dubai.
- Analyzing long term incentive plans of all company executives at AZADEA.

Job Description:

- Prepare audit programs
- Risk radar
- Audit all contracts implemented by legal department
- Observe that all functions are under the policies and procedures.

- Perform cycle counts.
- Analyze financials.

*From 12 July 2017 to 1 July 2018: **Junior Accounting Specialist** in the Regional Department at **AZADEA Group Holding SAL**:*

Job Description:

- Data entry
- Bank reconciliations.
- Project feasibilities.
- Shipments.
- Distribution of dividends.
- Responsible of legal salaries department.
- Insurance
- Working with procurement to reconcile monthly purchase orders.

*June 2016 till September 2016: **Business Analyst** at a construction company **Zerco**:*

Job Description:

- Feasibility studies, - Personal loans, - Bank liaison.

*July 2014: **Accountant Trainee** for 1 month and 15 days at **ABC Company-Beirut**.*

Job Description:

- Journal entries,
- Bank deposits,
- Expense reports,
- Daily sales, reconciliation.

*July 2013: **Internship** for 2 months at **SGBL**.*

Job Description:

- Teller
- Customer Service

Education

2019 - Present: **Bachelor** Degree in **Law** at the *Lebanese University*

2017: **Certificate** of “ **Project Management Professional** “

2011-2015: **Bachelor** of **Business Management** at *NDU -Louaize Lebanon*.

2011-2012: **Lebanese Baccalaureate**, Social Economics. *College Nationale Orthodoxe*

Skills

- Fluent in Arabic and English and Good in French - Excellent with Excel, Word, and PowerPoint.
- Good communication skills
- Good Leadership skills,
- Works well in a team

Interests & Hobbies

- 2013-2014: Paramedic in Lebanese Red Cross-Tripoli - Sport: Football, Basketball, Swimming.

Reference

Upon request.