

# Paul-Marc Massabni, MSc

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## Objective

To further my professional career with new opportunities and challenges where I can utilize my acquired skills and experiences to benefit mutual growth and success

## Work Experience

### Inventory Audit Controller – Finance Department

Tamer Frères SAL – Sin El Fil, Lebanon

Aug 2017 – Current

(~ 3 Years)

- Audit inventory stock counts and accuracy checks over all the company's main warehouses, consignment warehouses and points of sales (16 POS – 7 Warehouses – 17 Brands – more than 30 consignments)
- Investigate stock errors and discrepancies, and report results to the management to take the needed actions to resolve these issues.
- Generate daily, monthly and yearly inventory reports (Stock aging, expired items, stock levels)
- Maintaining records and processing for the company's Fixed Assets and Petty cash
- Monitor and control the financial procedures for the points of sales: Cash to invoices reconciliation, Control over Discounts approvals, e-commerce invoicing support.

#### Achievements:

- Managed a project for introducing and implementing a new Barcoding System for the Luxury brands and their Points of Sales
- Completed over 200 inventory counts and achieved more than 98% inventory accuracy in all warehouses within the first 12 months
- Implemented a new stock transfers process between the Departments and their consignee to ensure higher stock accuracy and lower margin of error

🚦 **Accounting System:** Dolphin Business System

### Accountant – Comptroller's Office

American University of Beirut – Beirut, Lebanon

Nov 2012–Aug 2017

(5 Years)

#### ○ *Cash Management*

- Prepared daily and monthly Bank statements Reconciliations
- Maintained bank and cash accounts and recognized daily banking activities
- Posted monthly journal entries affecting cash and other general entry accounts
- Completed a Training course on Oracle R12 Cash Management in London, UK
- Completed a Certificate in “Not-For-Profit I Core Concepts” – AICPA

#### ○ *Accounts Payables*

- Matched purchase orders to invoices and entered invoices into the ERP
- Issued daily payments to suppliers
- Reconciliation of suppliers' statements of Accounts and solved pending invoices
- Collaborated with the procurement department to solve invoicing / receiving / Purchase orders issues in a timely manner
- Assisted the accounts payable's manager with the Month end Closing

🚦 **Accounting System:** Oracle eBusiness Suite

#### ➤ *Agribusiness Consultant*

KAFALAT SAL

2011- 2012 (10 months)

- Financial analysis of Business Plans and financial statements
- Constructed a Database compiling technical and financial information pertaining to agricultural sectors and sub-sectors

#### ➤ *Office Student Assistant* American University of Beirut

Oct 2009 – Jun 2012 (3 years)

#### ➤ *Volunteer – Survey Data Entry* UNRWA - AUB

Jun – Aug 2010 (3 months)

## Skills

**Microsoft Office:** Word Processing, Spreadsheet and Power Point ●●●●●●●●○ 9/10  
**Oracle eBusiness Suite - Dolphin Business System** ●●●●●●●●○ 8/10  
**Adobe Systems:** Photoshop, Audition, Lightroom ●●●●●●●●○ 8/10  
**Social Media pages:** Facebook / Youtube Pages Marketing ●●●●●●●●○ 8/10  
**Additional Software:** Vegas Movie Studio, Google Sketch-up, Web Design/HTML, STATA

## Languages

- English
- French
- Arabic

## Interests

Photography and Videography • Technology and Computers • Music: Baritone vocalist –  
Accordianist – Pianist – Studio Recording • Sports: Cycling, soccer, basketball and swimming

## Education

- **Certified Supply Chain Professional (CSCP)** – Expected 2021
  - Morgan International Lebanon SAL – *Preparation course completed in February 2020*
- **Master of Science in Agricultural Economics** – June 2016 **GPA: 3.2/4**
  - American University of Beirut, Lebanon (AUB)
    - ***Thesis Title:*** The Determinants of Loan Default risks among SMEs in Lebanon
    - **Core Courses Taken:** *Financial Reporting & Analysis – Intermediate Corporate Finance – Resource Economics – Research Methods in Applied Economics – Statistical Methods*
- **Bachelor of Science in Agribusiness Management** - June 2012 **GPA: 3.3/4**
  - American University of Beirut, Lebanon (AUB)
    - **Core Courses Taken:** *Managerial and Financial Accounting - Finance - Statistics – Principles of Management - Marketing - Economics – Legal Aspects of Business - Managerial decision making*
- **Lebanese Baccalaureate part II – Economics and Sociology** – June 2008
  - Ecole Saint Vincent de Paul Clemenceau Beirut, Lebanon – Standing: Excellent

## References

- Dr. Khater Abi Habib
  - Chairman of the Board of Directors, NIGD and KAFALAT S.A.L
    - 01-346255
- Dr. Hala Chahine Tsouvalakis
  - Previous Senior Lecturer at the American University of Beirut
    - +9613371967
- Dr. Jad Chaaban
  - Assistant Dean for Academic Affairs, Faculty of Agricultural and Food Sciences, American University of Beirut - AUB
    - +9613017742
- Mr. Bassam Kadi
  - Accounts Payable Manager at the American University of Beirut
    - +9613084192
- Mr. Malek Shreim
  - Cash Management Manager at the American University of Beirut
    - +9613938961
- Mr. Ibrahim Kazan
  - CFO at Tamer Group SAL
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