

# ROMEO NEHME

## FINANCE – AUDIT ACCOUNTING



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com



Byblos - Jbeil



Romeo Nehme

### QUALIFICATIONS

- GAAP and GAAS
- Accounting and Business Financial Administration
- Risk Management
- Financial Analysis
- Process Improvement
- Consulting
- Reporting

### PROFILE

Seeking a challenging position within a well-established organization allowing me to apply my auditing, finance and accounting expertise and proficiencies. Able to work well independently or as a member of a professional accounting and auditing team. Superb skills in explaining complex financial information to all levels of staff and management in a clear and accessible manner.

### EDUCATION

**NOTRE DAME UNIVERSITY**  
Master of Science in Financial  
Risk Management  
2014-2017

**HOLY SPIRIT UNIVERSITY**  
Bachelor of Business  
Administration - Finance  
2010-2013

**COLLÈGE SAINT JOSEPH**  
Lebanese Baccalaureate  
July 2008

### TRAININGS

**Apr 2012 – Nov 2011**  
Participated in two virtual trading  
competitions (FXCM-MT4)

### WORK EXPERIENCE

**MUSIC INDUSTRY •**  
**FINANCIAL MANAGER**

**ROOT MUSIC VENUE**  
**JAN 2018 – PRESENT**

- Managing the flow of cash and financial instruments, and the preparation on journal vouchers
- Planning and directing the activities of cashiers
- Preparing reports as required by law, regulations or company policies
- Ensuring compliance with applicable laws and procedures
- Collating, preparing and interpreting reports, budgets, accounts, commentaries and financial statements
- Producing long-term business plans
- Undertaking research into pricing, competitors and factors affecting performance
- Controlling income and expenditure
- Managing budgets
- Supervising staff
- Conducting the day-to-day financial operations within the company, such as payroll, invoicing, and other transactions

## H O B B I E S

- FOOTBAL
- CAMPING
- SWIMMING
- CHESS

## R E F E R E N C E S

Available Upon Request

- Contract outside services for tax preparation, auditing, banking, investments, and other financial needs as necessary
- Track the company's financial status and performance to identify areas for potential improvement
- Present financial reports to board members, stakeholders, executives, and clients in formal meetings

### SABEH KHALIL & ASSOCIATES • CERTIFIED PUBLIC ACCOUNTANTS AUDITOR JAN 2016 – DEC 2017

- Analyzed, reviewed, and assessed reliability and fairness of clients' financial statements and spreadsheet data
- Conducted operational and financial audits to confirm financial statements are fairly presented in alignment with GAAP
- Produced detailed reports and recommended internal control improvements to enhance organizational efficiency and support client service and growth targets.
- Provided tax-related services to clients, including assistance in preparation of companies' due taxes, and making sure they are paid by their due dates
- Offered advice and recommendations to clients
- Played a key role in developing analytics for data mining, fraud, and abuse in auditing
- Prepared audit programs by defining time limits and allotted responsibilities to team members
- Proactively identified, assessed, summarized and communicated internal control gaps to management.

### JOY FILMS MIDDLE EAST • PRODUCTION HOUSE ACCOUNTING CONTROLLER FEB 2013 – DEC 2015

- Produced monthly financial statements for the top management by researching and analyzing accounting data
- Prepared clients' quotations and invoices, and suppliers purchase orders
- Supervised the recording and posting of payroll and remuneration payment transactions
- Prepared asset, liability, and capital account entries by compiling and analyzing account information, and post transactions to journals
- Controlled the recording and posting of cash management transactions (cash on hand, cash in banks, banks facilities and loans, and letters of credit), accounts receivable, accounts payable, and fixed assets transactions
- Coordinated with other departments and Sections for necessary supporting documents and/or data for financial transactions
- Managed the retention and preparation of tax records, VAT declarations, NSSF, end year declaration, tax returns and other required reports
- Provided management job cost reports using percentage of completion method

**BLOM BANK (*PROGRAM*) • RETAIL DEPARTMENT**  
**SEP 2012 - JAN 2013**

- Attended several training sessions
- Dealt with customers applying for loans

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## COMPUTER SKILLS

OMEGA	Access	Visual FoxPro
Visual Dolphin	Oscar	Reuter's 3000 Xtra
Noria software	Word	Power Point
Excel	Project	SWAP

## SOFT SKILLS

Leadership	Teamwork	Adaptability
Communication	Proactivity	Problem Solving
Organization	Flexibility	Self-Motivation
Decisiveness	Creativity	Critical Thinking

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