

GERYESS JOSEPH CHAAYA

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CAREER OBJECTIVE:

I'm seeking a position in the Accounting or Finance field in which I can combine both my theoretical and practical knowledge gained from my exposure to the local and international market (mainly the African one), my strong organizational skills, ability to work well with people and under pressure, in order to build a long term career.

PERSONAL DETAILS:

Nationality Lebanese.

Date of Birth 10 of March, 1988.

Marital Status Married.

WORK EXPERIENCE:

- October 2018 – present:** Financial controller & Internal Auditor at Group sayegh in Africa that includes 4 companies (Sopal, Poly Pack, Techniplast & Sipal).
- Credit Facilities
 - Audit on all Accounting Cycles
 - Negotiations with the banks
 - Distribution of tasks.
- October 2018 – present:** Chief Accountant & procurement manager at Canafin SAL Offshore.
- LC
 - Profit & Loss
 - Managing All the duties of the Senior accountant
 - Purchasing Process
 - Sales Process
 - Dealing with Suppliers
 - Purchasing Contract
 - Mode of payment
- May 2018 – September 2018:** Senior Accountant at Dima Marketing & Distribution (same duties as the job before)

2013 – April 2018: Senior Accountant at El-Deek, Taj Tower Fonciere & Zylo Offshore (sister companies for Crowne Plaza Hotel)

- VAT
- CNSS
- Taxes
- Payroll
- Payables
- Receivables
- Reconciliation “Banks + Suppliers + Clients Accounts”.
- Fixed assets
- Stock Control
- Daily entries, etc.

2010 – 2013: Accountant at Middle East Granite, Baawerta.

- Daily entries
- Reconciliation “Bank + Suppliers + Clients Accounts”.
- Stock Control

2007 – 2009: Shop in charge “G&J Damour”.

Voluntary Work:

2007 – 2008: Teacher at “Arc en ciel” for school students.

2007 – 2008: Leader of Youth Activities at “Arc En Ciel Damour”.

EDUCATION:

November 2019: Workshop 8 hours Training course – VAT

November 2019: Workshop 8 hours training course – Payroll & NSSF

2018 – Present: Certified Public Accountant (CPA) candidate at Move Forward institute

2012 – 2012: Management Courses at Swiss institute (E-Learning).

2008 - 2011: Modern University for Business & Science, Beirut,
Major: Finance.

2007 – 2007: English License from the University of Michigan.

2005 - 2006: Lebanese University, Fanar,
Major: Math/Physics.

2004 - 2005: Bac II Lebanese official certificate at Saint Charbel Jiyeh.

OFFICE SKILLS:

Word, Excel, Power Point, Internet.

LANGUAGES:

	Spoken	Written	Read
Arabic	Excellent	Excellent	Excellent
French	Good	Good	Good
English	Excellent	Excellent	Excellent

HOBBIES:

Basketball, Volleyball, Ping Pong, Hiking, Swimming.

REFERENCES: Available upon request.