

Roy Najem

Citizenship : Lebanese ▪ Date of birth : 24/07/1981

Contact

Tel: 00961 3 162362

e-mail : najem.r@gmail.com

Address

Beirut – Hadeth- Khoreibeh Street – Michel Najem Bldg – 3rd floor

Profile

Objective To acquire a challenging position in an environment where I can best utilize my skills and education.

Key Skills – Trainings - Certificates

Word, Excel, Access,
Power point, Lotus notes,
Outlook

Platinum, Socrate, SAP,
Oracle Financials, JDE

Time management,
Leadership
CMA – Certificate of
Attendance “Morgan Int'l”
CFC – Certified Financial
Consultant

Strategic Cost Accounting
(ESA)
IFRS workshop (PWC)
Advanced Financial
Modelling “EDU Pristine”

Certified Financial
Consultant

Education

2013 till 2015	Msc Finance Antonine University
2002 till 2005	Bachelor in Business – Accounting C&E American University (AUCE)
2000 to 2002	3-years-specialized diploma in Business Computer Pigier Supec

Work Experience

MMG/PMG – Beirut, Lebanon
Finance Manager

2017 - 2019

- ✓ Manage the Finance and Accounting department of the company
- ✓ Develop financial strategies
- ✓ Maintain and reconcile existing accounts
- ✓ Financial Statements issuance and control
- ✓ P&L projections, simulations and studies
- ✓ Manage the capital request and budgeting processes
- ✓ Oversee the financial operations of the company's projects
- ✓ Manage any third parties to which functions have been outsourced
- ✓ Oversee the company's transaction processing systems
- ✓ In charge of Contractual obligations monitoring
- ✓ Oversee the issuance of financial information
- ✓ Check all JV, PV, RV etc. entered by accounting staff
- ✓ Monitor all open legal issues involving the company, and legal issues affecting the industry
- ✓ Construct and monitor reliable control systems
- ✓ Ensure that the company complies with all legal and regulatory requirements
- ✓ Ensure that record keeping meets the requirements of auditors and government

agencies

- ✓ Maintain relations with external auditors and investigate their findings and recommendations
- ✓ Monitor cash balances and cash forecast
- ✓ Maintain banking relationships
- ✓ Hold weekly meetings with all team members to discuss the department strategy and performance and follow-up on daily operational matters
- ✓ Perform other related duties as assigned

Khalil Fattal et Fils – F&B – Beirut, Lebanon
Financial Controller

2011 – 2016

- ✓ Financial Statements issuance and control
- ✓ Balance Sheet Reconciliation
- ✓ Check and control Bank & Cash situation
- ✓ A&P budget control
- ✓ Follow up on supplier payments
- ✓ P&L projections, simulations and studies
- ✓ Allocates funds to local accrual accounts as per procedures
- ✓ Check products pricing is in compliance with suppliers' price structures
- ✓ AR aging follow up
- ✓ Control of all AR related documents
- ✓ Supervise the credit analyst
- ✓ Checking and allocating daily expense invoices and payment
- ✓ Control of the implementation of financial policies and procedures established by the audit department
- ✓ Issue and control of supplier debit notes
- ✓ Issue end of month reports
- ✓ Oversee all the Entity's financial transactions and financial reports
- ✓ Budgets preparation and control
- ✓ Prepare FBR and board meeting reports

SMLC – Pepsi Cola – Beirut, Lebanon
Accounts receivable supervisor

2008 - 2010

- ✓ Checking all entries made by A/R accountant
- ✓ Checking and loading A/R data received from warehouses
- ✓ Customers master file maintenance including: credit application documentation, credit analysis, accounts creation and update
- ✓ Issue aging on daily basis and share with management
- ✓ Bi-weekly aging analysis
- ✓ Follow up on collection with sales team
- ✓ Follow up with customers to solve issues/reconciliation
- ✓ Insure that all A/R accounts are reconciles (including VAT)
- ✓ Checking and loading Cash Management data received from CM dept.
- ✓ End month closing
- ✓ After closing reports: Master file reconciliation, sales report, salesmen reconciliation, BSR

Procter & Gamble Levant – Beirut, Lebanon
Cost analyst (Finished Products) / Accountant

2005 - 2008

- ✓ Issue and control of sales invoices
- ✓ Issue cost transactions and cost control
- ✓ Inventory transactions control and variance analysis
- ✓ Accounting transactions: accounts payables
- ✓ Payments preparation
- ✓ Fixed assets control and all related entries
- ✓ Accrual entries
- ✓ Supplier reconciliations

Carrier Air Conditioning – Beirut, Lebanon
Accountant

2003 - 2005

- ✓ Inventory transactions and stock control
- ✓ Supplier reconciliations
- ✓ Bank reconciliations
- ✓ Expense reports and relates transactions
- ✓ Payments preparation
- ✓ VAT declaration

Procter & Gamble / Transmed – Beirut, Lebanon
Pampers Loyalty Program Coordinator

2001 - 2003

- ✓ Inventory transactions and stock control
- ✓ Data entry and follow up on invoices
- ✓ Solving issues and delivering reports

Overseas Shipping – Beirut, Lebanon
Assistant Administrator

2000 - 2001

- ✓ Legal documents preparation
- ✓ Data entry
- ✓ Reconciliations and filing
- ✓ Company representative for clearance and customs

Activities and Interests

Music and Soccer

Languages

Arabic (native)

English (Fluent)

French (Very Good)