

# ALI TOUFAILY

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## PERSONAL STATEMENT

Senior Accountant with over 7 years of experience providing thorough and skillful support to management.

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## WORK HISTORY

### FX Grow and Growell Capital LTD

Verdun, Beirut  
Mar 2013 - Present

#### ● Senior Accountant

- Prepare Balance sheet, income statement, profit and loss report.
- Managed financial departments with responsibility for Budgets, Forecasting, Payroll, Accounts Payable and Receivable and cash flow report.
- Ensured compliance with accounting deadlines.
- Liaised with bankers, insurers and solicitors regarding financial transactions.
- Performed accounts payable functions for all company purpose.
- All deposit and withdraw requested by client.-Tracking all incoming and outgoing transfer.
- Prepare and calculate monthly commission report of all agents.
- Prepare and calculate monthly profit sharing reports.
- All accounting transactions related to financial trades (futures, options, bonds, shares, spots...).
- Checking Data entry for all trades.-Handling reconciliations (banks, suppliers, correspondents...)
- Completes daily wire transfer request for the current day's transactions, obtains proper management approval, and sends the request to the correspondent for the completion of the transaction.
- Responsible for the daily verification of trades and correspondent's accounts preparation of reconciliation statements, checking on other departments input booking accounting transactions, preparation and running reports.

### 4M Trading SARL

Verdun, Beirut  
Mar 2013 - Dec 2016

#### ● Senior Accountant

- Responsible of weekly petty cash and supervising all invoicing data.
- Cost control of items.
- Supervising attendance schedule and paying salaries.
- Control of weekly inventory items.
- Performed accounts payable functions for all company concern.

## AMfinancials

Starco, Beirut  
Mar 2011 - Dec 2012

### ● Accounting officer

- Performed general accounting duties and tasks.
- Prepared weekly confidential reports for presentation to management.
- Provided telephone support.
- Monitored and recorded company expenses.
- Managed accounts payable, accounts receivable, and payroll departments.
- Responsible for proper and effective Maintenance of Clients and correspondents account, and insure the accuracy and completeness of information in the system.

## Mouawad and Partners For Accounting Services

Mar Mkhayel, Beirut  
Jul 2010 - Sep 2010

### ● Trainee

- Reconcile and maintain balance sheet account.
- Assist with tax computations and returns and with preparation of monthly financial reports.
- Prepare journal entries.
- Assist with preparation and coordination of the audit process.

## Jammal Trust Bank

Ghoubeiry, Beirut  
Jun 2008 - Jun 2008

### ● Trainee

- Receive and count working cash at beginning of shift, identify customers, validate cash and checks.
- Accept cash and checks for deposit and check accuracy of deposit slip, process cash withdrawals.
- Perform specialized tasks such as preparing cashier's checks, personal money. -Balance currency, cash and checks in cash drawer at end of each shift

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## QUALIFICATIONS

### Afak Institution

Beirut, Lebanon  
2011 - 2011

### ● BT Sales and Business Relations.

### Arts and Science University of Lebanon

Hamra, Beirut  
2006 - 2010

### ● BA in Business Management -Accounting

### College de Charite

Beirut, Lebanon  
2005

### ● Bachelor

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## TECHNICAL SKILLS

- Operational Risk Management Risk Credit Risk
  - Microsoft office (Excel, power point, access, Internet, Outlook, word ...).
  - Detail-oriented, efficient and organized professional with extensive experience in accounting systems.
  - Resourceful in the completion of projects, effective at multi-tasking.
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## PERSONAL SKILLS

### Good communication

During my work experience at I was responsible for solving many customers concern and problems

### Teamwork Good supervision

In my role I was in charge of many of my team.

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## ACHIEVEMENTS

### Project

2018

Setting management and accounting policies for Hayat law firm. Control and aiming target and planning for Sym gaz company for a better sale strategies.

### Project

2015

Manager and designer of ALAYN supermarket that was offering a wide variety of food and household products, organized into aisles. It is large and has a wide selection than earlier grocery stores, but is smaller and more limited in the range of merchandise than a hypermarket or big-box market, involved in every details such as distribution of merchandise picking team, pos system...which was later the reason of the opening of this chain in beirut and south of lebanon.

### AML

2012

Certificate of Completion, Golden Hill Inc Ltd (United Kingdom), Fighting Money Laundering & Terrorist Financing.

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## REFEREES

Referees available on request.