

FAYSSAL Roy

Experience

●Senior Accountant: GMK The Key Solution SARL

21 January, 2019 – Present

Main duties and responsibilities

- Check over the entire internal system.
- Prepare Account Reconciliations, Apply Accrual Accounting.
- Verify, Allocate, Post and Reconcile Creditors and Debtors Accounts.
- Analyze financial information and summarize financial status.
- Spot errors and suggest ways to improve efficiency and spending.
- Accurate recording of all cash activity on a daily basis.
- Check that all data reported is reliable and has evidence.
- Assist with tax audits and tax returns.
- Prepare and present monthly and quarterly reports.
- Check over the sequence of the Receipt vouchers, Payment vouchers, Credit notes, Invoices, Delivery order, Quotations and Checkbooks.
- Prepare monthly paid salaries.

●Auditor: Jean Bteish & Partners

10 December, 2016 – 18 January, 2019

Main duties and responsibilities

- Prepare reports, commentaries, and Financial Statements.
- Examine company's accounts and financial control systems.
- Check that financial reports and records are accurate and reliable.
- Update new hires and terminators in the payroll system of the MOF and NSSF.
- Preparing, presenting and matching NSSF Fees, Payroll Tax, Vat.
- Examine the System of Internal Check.



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Education

- **MBA in Finance**

Université de Bordeaux
2017-2018

- **MBA in Finance**

Lebanese Canadian University-LCU
Zouk Mikael, Aintoura, 2017-2018

- **Bachelor in Accounting and Audit**

Lebanese Canadian University-LCU
Zouk Mikael, Aintoura, 2014-2017

- **College Notre Dame De Louize (CNDL)**

Official Baccalaureate Academic Sociology and Economics.

Languages:

Arabic, English, French.

Personal skills

Organization Skills, Ability to make a good time management, quick Adaptability, Communication Skills, Team leadership and Creativity.