

ROULA G. MOUSSALLI SEMAAN

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PERSONAL DATA

Date of Birth: 12 March 1981

Nationality: Lebanese

Marital Status: Married with 2 children

OBJECTIVE

Access to the post of accountancy in the administrative area where I could put my 15 years of experience within the profit of the company for which I work.

PROFESSIONAL EXPERIENCE

Dec 2009 – Nov 2019: Senior Accountant

at “**Fawaz Holding Group**”

Clemenceau – Lebanon

For the below companies

- Fawaz Holding sal
- Gestion des Magasins sarl - “C&F” branches
- Périmètre Avenue du Parc sal
- Delta Commercial Services sal-Offshore
- Delta Duty Free sarl (till June 2014)
- Sageprim sarl (till June 2014)
- Périmètre sarl (till February 2014)
- Sogepub sarl (till April 2013)
- Sonodis sarl (Till Dec 2012)
- Périmetre Rue de France sarl (Till Dec 2012)
- Périmetre Rue Waygand sarl (Till Dec 2012)

Job Description:

- Monitor daily accounting transactions.
- Manage and monitor monthly payroll in coordination with the HR.
- Prepare daily Bank Financial Status.
- Submit P&L & Cash Flow
- Manage & Authorize Accounts Payable with Reconciliation.
- Invoicing & Stock Controller.
- Review & Check on all Visa & Master card slips paid by clients.
- Handling (Tax on salary, NSSF Calculations, R10, R5, R6 & R7)
- Handling the VAT declaration.
- Fix Assets.
- Performing Bank, Cash, Petty Cash, Supplier and Customer reconciliations
(Identifying, investigating and resolving mistakes/errors)
- Manage and Investigate Inventory Counts and Stock adjustments
- Checking on Fidelity & Gift Cards.
- Handling Hicart file (audit on sales, prepare report, reconcile SOA, A/R)

- Prepare requested reports to CEO.
- Studying the Trial Balance.
- Liaise with external auditors to ensure that the Annual and Quarterly tax reporting is carried out properly
- Assist with the MOF Auditors when they study the companies.
- Workshop certificate Attendance from MFI

Jan 2006 – Dec 2009: Accountant and Assistant CFO
at **“UNIGAZ s.a.l” Industrial Gas Company**
Dora - Lebanon

Job Description:

- Data Entry for Invoices, Receipts and Posted Checks.
- Record daily journal entries.
- Audit on invoices & Receipts on data entry done by others.
- Issuing Debit and Credit notes for clients
- Preparing supplier's payment.
- Preparing Letters to the Bank.
- Banks & Cash Reconciliations.
- Reconciliation of Suppliers Statement.
- Follow up with clients' receivable.
- Preparing Bonus for the sales department.
- Stocks for Bottle & Tanks LPG Venture.
- Studying the Aging & Trial Balance.
- Preparing all expenses studies.
- Preparing all documents for the auditors' requirement.
- Control the expenses paid by Master Card of the CEO
- Control the General Ledger, petty cash & accounting documents for the whole branches (Qatar, Jordan & Oman) and follow up on reporting.
- Travelling to Jordan to make training for accountant on Dolphin (accounting system).
- Filing.

2005-Nov 2005: Accountant
at **"Business Services Offices BSO"**
Insurance Brokerage and Travel Agency
Freeway Center - Sin El Fil – Lebanon

Job Description:

- Issue Invoices (recruitment, insurance & ticketing)
- Record daily journal entries.
- Scheduling & preparing suppliers payment.
- Control the cash on daily bases.
- Reconciliation Banks.
- Reconciliation of Customers & Suppliers Statement
- Follow up with clients' receivable.

- Studying the Trial Balance.
- Assist with the auditor.
- Preparing the Declaration of Accidents.
- Renewal the insurance policies of clients.
- Send Report to the Manager of the Daily Work.

2005 – 2010: Free Lance
at "**CHARACTERE weddings and events organizers**"
Tabaris – Ashrafieh

2003 - 2005: Executive Assistant
at "**CHARACTERE weddings and events organizers**"
Tabaris – Ashrafieh

Job Description:

- Answering and directing of incoming calls.
- Sending Faxes.
- Arrange appointments for the director with clients.
- Check E-mails.
- preparing supplier's payment.
- Typing the Letters.
- Preparing the Seating Card for all Weddings and Events.
- Drawing on AutoCAD the Seating plan.
- Preparing the Schedule of Weddings.
- Coordinating with clients.
- Present on all the weddings & events for organization
- Filing.

Summer 2002: Executive Assistant
at "**CHARACTERE weddings and events organizers**"
Tabaris – Ashrafieh

Job Description:

- Answering and directing of incoming calls.
- Sending Fax.
- Arrange appointments for the director with clients.
- Check E-mails.
- Preparing supplier's payment.
- Typing the Letters.
- Preparing the Seating Card for all Weddings and Events.
- Drawing on AutoCAD the Seating plan.
- Preparing the Schedule of Weddings.
- Coordinating with clients.
- Present on all the weddings & events for organization

	<p>Summer 2001: Sales Representative: Perfume “Nina Ricci” at "Socodile sarl" – Fawaz Holding Group ABC – Dbayeh stand</p> <p>December 2001: Sales Representative: Pens “Waterman” at "Socodile sarl" – Fawaz Holding Group BHV – Jnah stand</p>
EDUCATION	<p>2003 – 2008: B.S. in Business Management, degree in progress "American University of Science & Technology" French Section Ashrafieh, Lebanon. Date of Graduation February 15th, 2008</p> <p>2001 - 2003: Lebanese Official BT3 with emphasis in Accounting & Computer. "Byblos Institute" – Dora, Lebanon</p> <p>1985- 2001: Bachelor I "Sainte Famille Française" – Fanar, Lebanon</p>
LANGUAGES	<p>French: Fluent (written and spoken) English: Good (written and spoken) Arabic: Fluent (written and Spoken)</p>
SKILLS	<p>Very good Knowledge in computer:</p> <ul style="list-style-type: none"> - Word - Excel - Power Point - Outlook - Visio - Dolphin and Sage (Accounting & Stock) - Internet
REFERENCE	<p>Available upon Request.</p>