

Romanos Doueihy

Lebanon + 961 3 69 65 26 | rom.douaihy@gmail.com

D.O.B. 16.04.1987 | Lebanese

OBJECTIVE

To obtain a challenging Managerial position where I can further enhance my skills, enrich my experience and strengthen my intellectual capabilities, thereby yielding the twin benefits of job satisfaction and professional growth.

EDUCATION

- **Executive Master Financial Management** Jan. 2019 – In Progress
EMFM in collaboration with SDA Bocconi
Beirut, Lebanon Ecole supérieure des Affaires (ESA)
- **Bachelor Degree in Business (BS)** Sep. 2005 – Feb. 2009
Major in Auditing and Business Control
Beirut, Lebanon Saint-Esprit de Kaslik University (USEK)
- **Lebanese Baccalaureate ES (Economic Section)** May 2005
Collège des Filles de la Charité Koura, Lebanon

CAREER DEVELOPMENT

Chief Accountant Jan .2017 – Present
DTT (Direct Trading Technology) Tripoli, Lebanon

- Prepare Financial Statements and models by Branch in addition to the consolidated one.
- Cash Flow Management on a monthly basis.
- Controlling the payable, receivable and General Accounting process (AP, AR, GL)
- Monitor and record financial transactions according to company policies and regulations.
- Generate financial reports and statements to Management.
- Review and recommend changes to existing accounting procedures.
- Expense management activities for assigned accounts comparing with budget expenses forecast.
- Assist in auditing by providing necessary information and preparing requested documentations.
- Work consultatively with the respective departments on cost reduction initiatives.
- Advising and assisting the Management in the compilation and control of the budget; forecast, actual and variances control.
- Managing payroll preparation, completing reports, maintaining records, Preparing the periodical payroll tax declarations and NNSF declaration and dealing with differences in declarations submitted.
- Acting with the external auditor on VAT declaration process.
- ERP Implementation, POS and head office integration and staff training.
- Inventory Management and analysis.

Senior Staff Accountant

Oct. 2014 -Dec.2016

JF Street Food (Head Office) Dubai Marina, UAE

- Prepare Financial Statements and models by stores and consolidated (P&L recording and analysis, Cash Flow, Balance Sheet).
- Budget preparation (Preparing modules, regular updates and discuss budget with marketing manager and operation in addition to the forecasting and the budgetary control for the stores renovation).
- Implementation of 2 accounting software; Quick book & Telly (Chart of account, inventory implementation, aging franchisee receivables and payables).
- COGS Control (Base COGS, Waste, Staff Meal and Promotions).
- Controlling the payable and receivable process (AP Invoice, approve payments, controlling LPO's, Manage royalty's collection from franchisee, unit price, credit limit and credit days).
- Prepare the P&L for central kitchen and for the extra events (food truck, catering events).
- Conduct monthly reconciliation of financial information.
- Create the Fixed Assets File (bar code, sticker tick, depreciation calculation, accumulated depreciation, residual value, warranty control).
- Handle Prepaid and accruals procedure, control invoicing and Business trip staff expenses and maintain all the issues with bank and others third parties.
- Cash management (Petty cash control, cash sales deposit, stores level cash control, cash flow management for funds purpose).
- Preparing menu costing, master sheet costing, delivery report, drivers productivity report, daily sales report comparison, monthly sales report comparison, product mix report, product mix P&L, Break Even report.
- Develop and maintain internal control and effective accounting system and policies for the set up.
- Assist external auditors by conducting end of year reconciliation of all accounts and preparing the required files for the audit process.

Accountant Specialist

Sep. 2013-October 2014

Capital Finance Company (CFC) Hamra, Lebanon

- Payable accounting (all USD transaction), Monitoring and booking FNB USD account, Loan granting, posting foreclosed loans, booking waived penalty, Handle income statement and cash flow reports, credit cards accounts management and treating related received e-mail from insurance company and all FNB branches.
- Bank reconciliation (FNB and a city bank at daily basis), reconciliation of Collect Sal, and reconciliation of loan settles loan, reconciliation of collection transitory account and assisting to all tasks to meet department's deadlines and reporting schedules.
- Monitoring cash flow and bank balances in daily basis, monitoring FNB incentive and dealer's commission, monitoring med gulf insurance payments, prepaid, preparing the legal file report, Income statement report and the aging report.

Accountant

Jun. 2010- July. 2013

NAPCO consumer - Indevco Group Dammam, KSA

- Payable accounting: Control payment for supplier (cheques, telex transfers and cash, local and foreign). Control building and warehouse rent, due date and contracts rental. Booking of affiliate debit/credit notes general activities, recording and control AP invoices.
- Receivable Accounting: Control over account receivable, rebate, shelf rent, special discount and promotion activities (in coordination with marketing and sales departments), Control over modern trade & key account customers transaction and reconciliations, prepare and analysis of credit limits and credit days in addition to the control and booking of returned cheque, follow up for confirmation balance for all customers and follow up with the aging committee about all bad debts, Prepare and review the related aging reports.
- General accounting: approve for cashier operation in two different areas (collection and payment), fixed assets and depreciation report, and follow up cash flow as daily process, prepaid and accrued, bank reconciliation, and inventory reconciliation.

SKILLS

- Excellent command of Arabic, French and English languages.
- Excellent knowledge of personal computer and MS Office.
- Training in staying calm and alert at all times.
- Good communication skills including tact and diplomacy.
- Ability to always execute tasks ahead of set deadlines.

REFERENCES

Available upon request.