

Antoine C. El-Khoury

Beirut, Lebanon
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Summary

Financial Analyst with 1+ years of experience in Financial Accounting, skilled in Accounting Tasks Management, Process Implementation, Data & Financial Reporting. Experienced in startup organizations, capable of working alone and with a team, and adapting to demanding workloads and schedules.

Skills

Financial Reporting & Analysis	SWOT
Budgeting & Forecasting Techniques	Cash-Flow Management
Variance & Sensitivity Analysis	Project Management
Cost Management	

Work Experience

Financial Analyst

July 2019 - Present

Etablissement Antoine Massoud (EAM), Beirut, Lebanon

- Coordinate with the finance manager to build the budget
- Follow up on expenditure and alert when the budget is exceeded
- Assist the finance manager in the preparation of projected analysis for the acquisition of new business/brands
- Follow up on unusual and unexpected variances and figures
- Coordinate with the Accounting Department to ensure the maintenance and accuracy of the accounting records, including allocation of expenses, to produce sound financial reporting
- Assist the finance manager to produce periodical financial reporting (Topline/Dashboard, P&Ls, and Financial Position
- Prepare ad-hoc reports when requested by management

Financial Accountant

July 2018 till June 2019

L'Atelier Du Miel S.a.r.l, Mar Mkhel, Lebanon

- Data Entry & Chart of Account Management
- AP & AR Management, Collections Follow-up & Payment Preparations
- Bank Accounts Reconciliations
- Execution of monthly Payroll Operations
- Short-Term Cash-Flow Forecasting
- Issuing Monthly P&L & Balance Sheet
- Managing Petty Cash Operations

Antoine C. El-Khoury

Accountant
AJAFCO, Mkalles, Lebanon

Feb 2018 till April 2018

- Data Entry
- Payment Preparation
- Bank Accounts Reconciliations

Education & Trainings

Bachelor of Science: Economics
Lebanese University, Beirut, Lebanon
Graduated with, GPA 12

July 2018

Certifications

Certified Management Accountant, CMA
Morgan International, Beirut, Lebanon

In Progress

References

- 1- **Mohamad Jawad**, Finance Manager at l'Atelier Du Miel S.A.R.L.
 - Cell: +961-3-201280
 - E-Mail: mohamed.jawad19@gmail.com
- 2- **Marc-Antoine Bou Nassif** CEO at l'Atelier Du Miel
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- 3- **Anthony Bou Jaoude**, Owner of AJAFCO
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