



Rabih Tabbara

Place & Date of Birth: Beirut 10/1/1974

Nationality: Lebanese

Marital Status: Married

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OBJECTIVE:

Seasoned financial and management accountant acknowledged for sound decision-making abilities, analytical skills, business acuity, and problem solving skills. Strategic, methodical, and reliable.

Enjoy the challenge of resolving long terms issues, and influencing revenue positive outcomes. Recognized for calm demeanor in mediating conflict and pursuit of delivering consensus amongst stakeholders with diverse agendas.

Enjoy opportunities to think “outside the box”, deriving new solutions, to old problems through strategic information gathering, data collection and comprehensive scrutiny.

Persuasive and concise communicator, experienced in dealing with all level of managements and diverse industries and coaching subordinates for greater productivity

MAJOR STRENGTHS:

- ☐ Comprehensive experience in senior level management in highly regarded hospitality environment
- ☐ Ability to work within varied cultural environment
- ☐ Maintaining positive and productive relationships between management and staff particularly, guests, Employees, community, government and industry.
- ☐ coordinating and administering policies as defined by the company and operating policies and procedures and the delegation of the goals to all of the teammates
- ☐ Implementing and monitoring of budget, quality of restaurant facility's products and services and ensuring maximum value of services to all customers.
- ☐ Securing and protecting the company's facility's assets, including equipment.
- ☐ Energetic, dynamic, good sales & marketing negotiation skills
- ☐ Guiding and assisting other managers in the development of restaurant's long and short range objectives, goals, policies and programs
- ☐ Proven management skills

☐ Prudent and discreet; ability to make things happen

CAREER BACKGROUND:

Finance & accounting – Manager
Boudakian (Corporate & Medical Uniforms – PPE)
November 2016 – present

Finance:

- *Funds Management: Forecast Cash Flow positions, related borrowing needs, Related borrowing needs and available funds for investment
- *Budgeting: Manage preparation of the Company's Budget, reporting on Variances, assisting in the formulation of its overall strategic direction.
- *Financial Analysis: Interpreting the company's financial results to manage and recommend improvement activities- Engage in ongoing cost reduction Analysis in all factory's department.

Accounting:

- *Controlling Daily journals
- *Monthly/Year end closing
- *Payroll
- *Collection

Assistant Operations Director
Koala International Co . Ltd.
Kingdom Of Saudi Arabia
Jeddah
July 2014-Oct 2016

Report to the Operations Director
Communicate, coordinates and cooperates with other divisions to achieve the optimum profit.
The optimum quality level of food, beverage and service.
Manage day to day operations in Jeddah Region.
Conducting sales calls with our major accounts such a palaces, Government ministries, banks and large Companies.
Control and analyses the level of sales, cost and quality of food.
Conducting training for the staff.
Implementing the company standards.
Worked on Haccap and implementing Haccap with the health Department
Attending operations Meeting with the Operations & Executive Directors.
Assisting in preparing the budget.
Assisting in preparing the training plan for the company
Attending morning briefings for the restaurant manager and the head chef
Assisting in the end of the month inventory.
Conducting front & back of the house inspection.
Assisting on the market survey and the visibility studies.
Review the financial performance with the Operations Director.

Self – management such as communication, Leadership skills, problems solving, decision making and
Influencing skills.

Assistant Operations Director
International Restaurants Co . Ltd.
Al Ajami Restaurant
Kingdom Of Saudi Arabia
January 2012- June 2014

Restaurant Manager
International Restaurants Co . Ltd.
Al Ajami Restaurant
Kingdom Of Saudi Arabia
January 2005- December 2011

Report to the Operations Director
Managed Daily operations of the casual dining Restaurant
All Day dining Restaurant with outside catering
Hands on Manager
Managing the banks deposit
Communicates with the chef for the daily operations
Minimizing the wastage
Maintain consistency in standards
Monitors service activities
Work closely with the Cost Controller
Managing the administrative and operational team in order to exceed the budget control
And minimize expenses
Entertaining VIP clients, dealing with customers, managing the banqueting department
Assigning the training and the duty roaster for the team.
Conducting daily Staff briefing and updating menus.
Assisting in recruiting and hiring

Royal Plaza Hotel
Beirut, Lebanon
Deputy Chief Accountants
August 2003- December 2004

- Daily City Ledger Transfer Report is audited and cleared on a daily basis
- Accurate and timely invoices for group accounts
- Guest enquiries are resolved to guest's complete satisfaction
- Timely and accurate invoices are provided to standard accounts
- All hanging balances are resolved
- Accurate client accounts records are maintained
- Inactive client account records are removed
- Billing accounts and procedures for special events are provided
- Relationship with meeting planners is established
- Maintain up to date account analysis, monthly close C/L and prepare Aging Report
- Review billing for completeness and corrections
- Preparation of monthly statements reminders
- Maintain filing system as appropriate to the needs of operation

- Applied all related company documentation and especially with the relevant SOP' s.
- Other duties as assigned.
- Organized and demonstrates good planning skills
- Proactive to address and resolved issues.
- worked in a fast paced work environment
- First class people skills and the ability to communicate effectively across a multi-national, multi-cultural Environment.
- Delivered results within a pressurized deadline driven environment.

**Royal Plaza Hotel
Beirut, Lebanon
Accounts Payable
September 1999- July 2003**

- Handling all check payments (suppliers,).
- Audit the purchases procedures.
- Verifying All Bills & Statements of Accounts
- Reconcile the purchasing transactions into Accounting System.
- Bank reconciliation.
- Control & Payments of taxes.
- Control & Payments of Salaries.
- All Data Entries Concerning the Mentioned Above.

Report Directly To the Financial Controller.

1995 – 1999

**BOUTIQUE FIDELE.
BEIRUT - HAMRA
Duties: Sales Manager & Accountant**

- in charge off all Accounts policy & procedures.

EDUCATION:

- TS1 COMPUTER Computer& Electronic Center
 - BT3 COMPUTER Computer& Electronic Center
- COMPUTER SKILLS :**
ACCOUNTING SYSTEM-ACI .
FRONT OFFICE SYSTEM-FIDELIO .
PAYROLL SYSTEM .
VECTRON SYSTEM (CASHIER)
MICROS : COMPUTERISED POINT OF SALES .
WINDOWS , EXCEL , WORLD AND BASIC .