

Curriculum Vitae

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Description & Objective

24 years of experience in accounting and sales.

I'm interested in joining an established company where I can contribute with my experience, skills and capabilities to their full potential for the benefit of the company, which in turn would allow me to advance and grow professionally.

Personal Details

- Date of birth 21 July, 1968
- Place of birth Beirut, Lebanon
- Status Married
- Nationality Lebanese

Education

C&E College
Business Computer (TS)
Commercial Sciences (BT)
ISO 22000:2005 and Basic Food Hygiene certified training

Work Experience

Total of 24 years of accounting experience

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|---------------------------------|----------------|
| • Dandy SARL, Senior Accountant | 2018 – present |
| • M.M. Sinno, Account Manager | 2011 – 2018 |
| • Dandy SARL, Senior Accountant | 2009 – 2011 |
| • New Wave Steel (Qatar), CFO | 2007 – 2009 |
| • M.M. Sinno, Accountant | 1996 - 2007 |
| • Naamani Motor Parts | 1990 – 1993 |

Job Description & Skills

- Review and control of all documents imported and exported from and to the sales and accounting department.
- Review and control of all transactions recorded on system.
- Preparation of all financial reports (income statements, balance sheets, etc.).
- Review and monitoring of receivables and clients' accounts based on aging status.
- Review and monitoring of payables and suppliers' accounts based on aging status.
- Preparation and monitoring of bank transactions and statements reconciliation.
- Ability to prepare sales forecasts, budget estimation, financial analysis, business plans, and cost control.
- Cash-flow management
- Responsible for filing and archiving of all documents received, prepared, or else within the department.

- Software experience:
Navision, Visual Dolphin, Quick Book, Oracle, Simple Form, and Noria Programs.
- Other include:
cashier, making vouchers, trial balance, profit and loss, invoices, letter of credit in banks, purchases, inventory and stocks, filling, cash flow, financial studies, internal auditing, banks reconciliation, customers, balance sheet, costs of purchases, sales, marketing, suppliers and VAT, Build in for the system to link each items goods to the account ledger sheet in order to all data post correctly in the balance sheet.

General Skills/Capabilities

- English communication
- French and Arabic (native) languages
- Computer literate (MS Office, Internet applications, etc.)