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Ezzeddine Nazih EL-Kalach

Work Experience:

- September 2008 – September 2018

Solidere International

Beirut, Lebanon

Finance Department – Chief Accountant

Assigned Jobs:

- 1- Cash Management and Preparing Daily Cash Report
- 2- Daily Bank Reconciliation, Management of Fixed Deposits
- 3- Management of Fixed Assets
- 4- Accounts Payable / Accounts Receivable
- 5- Supervise entries and assign entries to proper accounts
- 6- Preparing Financial Statements (Balance Sheet, Income Statement, Statement of Cash Flow)
- 7- Preparation of Annual Income Tax and Declaration of VAT and Payroll Tax
- 8- Management and Accounting of Funds

- September 2006 – September 2008

MBC Group (mbc TV, Alarabiya News Channel, Middle East News. mbc FM & Radio Panorama, O3 Productions)

Head Office, Dubai – United Arab Emirates

Accounting Department – Senior Accountant

Accounts Payables (September 2006 – March 2007)

Assigned Jobs:

- 1- Aging Reports (Suppliers' Accounts Payables)
- 2- Statement of Account Reconciliation
- 3- Purchase Orders Entries, Purchase Invoice Entries, and Preparing Payments for Suppliers.

Finance Department – Treasury Section (March 2007 – September 2008)

Assigned Jobs

- 1- Daily Bank Reconciliation
- 2- Cash Management and Preparing Daily Cash Report
- 3- Management of Fixed Deposits
- 4- Preparation of Letters of Credit & Letters of Guarantees
- 5- Management & Reporting of Interest Received and Bank Charges

- May 2003 – March 2006
The Mediterranean & Gulf Insurance & Reinsurance Co. (Medgulf)
 Head Office, Riyadh – Kingdom of Saudi Arabia
 Accounting Department - Accountant

Assigned jobs:

- 1- Aging Reports (Account Receivables and Dues)
- 2- Bank Reconciliation, Statement of Account Reconciliation
- 3- Premiums computation and Claims management
- 4- Daily Journals (journal vouchers, payment vouchers, receipt vouchers)
- 5- Computation of Brokers' Commissions.

- January 2001- January 2003:

Saudi Oger Limited

Head Office, Riyadh - Kingdom of Saudi Arabia
 Internal Financial and Operational Auditor

Assigned Jobs :

- 1-Store Issues and Receipts
- 2-Year End Physical Inventory
- 3- Balance Sheet Audit
- 4- Financial Analysis of the Balance Sheet and Income Statement
- 5- Financial Audit of Fixed Assets
- 6- Financial and Operational Audit of Retail Stores
- 7- Financial Audit and Analysis of Cash and Bank Accounts

- January 2000- December 2000:

Teryaki Design Company: Beirut-Lebanon

Accounting Departement:

- 1- Preparing payroll for 30 employees
- 2- Accounts Receivables (Collection)
- 3- Purchasing of Raw Material

Educational Background:

- Feb 1996 – June 1999
 Bachelor in Business Administration American University of Beirut

- Oct. 1994-June 1995:
Baccalaureat II – Experimental Sciences Rafic Hariri High School

Internship:

- July 19,1999 –August 20,1999
Merrill Lynch Pierce Fenner & Smith (M.E.) S.A.L.
Beirut-Lebanon

Summer Training Program:

- 1- Investment strategies, Investment philosophy,
Merrill Lynch Investment products
- 2- Asset Allocation,Asset Diversification
- 3- Mutual Funds,Equities
- 4- Portfolio Study and presentation

Trainings:

Ernst & Young Training on Corporate Income Tax Returns
Ernst & Young Training on Employee's Income Tax
Ernst & Young Training on Value Added Tax
Ernst & Young Seminar on International Financial Reporting Standards (IFRS) annual updates

Skills

Microsoft office: (Excel,Word, Power Point)
JD Edwards
Oracle
Sun Systems

Languages

Fluent in Arabic & English, French

Personal Data:

- Place & Date Of Birth: Lebanon,Saida, December 10,1977
- Nationality: Lebanese

Hobbies

I love to travel and explore various cultures all over the world. I am an avid reader of current affairs , politics and socio-economical events.

I'm an active member in the Rotary Club in Lebanon. Rotary is a worldwide organization of more than 1.2 million business and professional men and women who are acknowledged leaders in their communities and who put the ideal of service into action.

References:

- Mr Rani Karimeh

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