

# Charbel Elias SAMIA

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Zouk Mkayel, Near St. Doumit Church, Jacques Chehwan Building, 5<sup>th</sup> Floor

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## EDUCATION

- Notre Dame University-NDU January 2016  
B.A in Banking and Finance
  - Antonine Sisters School Ghazir July 2011  
Bac II in Sociology and Economics
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## Experience

### Regional Financial Analyst – MENA Region

Ipsos MENA

August 2018 – September 2019

#### Tasks and Responsibilities

- Turnover variance analysis
- Production of Monthly Reporting Package (DSO & DRU Report, P&L Report, AOT Report, MENA Intercompany Report)
- P&L analysis
- Responsible for MENA premises (Reviewing of Office Rent Contracts and controlling the memos related to the renewal, renovation and relocation of Ipsos offices across the MENA)
- Monthly Rolling Forecast
- Budget and Best Estimate Control and Implementation
- MENA consolidation
- Produce MENA QBR and control countries QBR
- Monitoring of monthly closing
- Ad-hoc reports
- Involved in BI user council (Testing)
- Excel and Smart View trainings for CFOs
- Support CFOs when needed

### Accountant

AVSI Foundation

May 2017- July 2018

#### Tasks and Responsibilities

- Expense the data for all projects within Lebanon.
- Control all field purchases, Invoices, Timesheets and check for discrepancies.
- Accounting entries for bank transactions.
- Monitor the budget for each project and act accordingly.
- Bank Reconciliation
- Conduct field visits to ensure all invoices and procedures are as required
- Support the Compliance Officer when needed.
- Posting JVs PVs.
- Audit and Control our partners from our office and through field visits, in order to insure the compliance with the donor rules.
- Other Accounting related entries

### Accountant

Tools House - Zouk Mkael

July 2013 – March 2014

#### Tasks and Responsibilities

- Implementation of a new accounting program.
- Inventory Control.
- Daily accounting transactions.
- Deposits and other bank transactions.
- Pricing and cost control

### **Sales Support, Coordination, and Financial activities Internship**

M.Ezzat Jallad & Fils Caterpillar Dealer | Zouk Mkael  
February 2013 – May 2013

#### **Tasks and Responsibilities**

- Created 3 new projects; Invoicing Management tool, Money Cost for Stock Products, and Cost Control of Sales and Projects.
- General Sales Support and Coordination activities.
- Monthly Sales Reports.
- Price Breakdowns.
- Sales Quotations.
- Invoicing.
- Delivery Notes.
- Costing.
- Attended Several Sales Meetings and Programs.

### **Counter Operations and Customer Service Internship**

Bank of Beirut | Kaslik  
September 2012-October 2012

#### **Tasks and Responsibilities**

- Daily counter transactions.
- Customer Service Activities such as, Debit and Credit Card, Loans, Opening of Accounts, etc...

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## **KEY SKILLS**

### **Computer Skills**

- Harmony FS
- Smart View
- Microsoft Navision
- BI
- VBA
- Orient Accounting Software
- Bloomberg Financial Platform
- Excel
- MS Project
- Word
- PowerPoint
- SPSS
- Macromedia Flash

### **Language Skills**

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|-----------|-----------|
| ○ Arabic  | Excellent |
| ○ English | Excellent |
| ○ French  | Good      |
| ○ Spanish | Limited   |

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## **Certificates**

- Excel Advanced – Formatech
- The Big Kahuna Sales Coaching - Wydner Coaches

23 & 24 July 2018  
21 & 22 March 2013

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## REFERENCES

References are available upon request.