

Barbar Arai

• Lebanon • 96178858959 • barbar.araiji@gmail.com • <https://lb.linkedin.com/in/barbararaiji>

WORK EXPERIENCE

FabricAid, Senior Accountant & Logistic supervisor. (Jan2020-Present)

- Orchestrate the process of implementing a new ERP.
- Develop standardized operating procedures (SOPs) for procurement , logistic , and accounting...
- Oversee monthly payroll (Tax on salary, NSSF calculations), and supervise the VAT reporting.
- Update the budget to abide by the ceiling of each donor.
- Analyse financial reports using advanced data visual tool Qlik.

Ex-pert, Founder (Jan2020-Present)

- Teach Microsoft office Excel to professionals specifically in business fields.
- Scale up the skills of employees by creating customized lessons to their scope .
- Organize workshops to professionals (Institute of management accountant , CMAs lebanon 2020).

Fawaz Holding, AR & Invoicing Manager. (2019-Dec.2019)

- Oversaw the processing of records and invoices , ensured that all practices comply with sales conditions
- Met sales rep. to update the status of customers and forecast the weekly collection.
- Managed day-to-day collection team's activity ,including training,and assignment of responsibilities.
- Supervised the preparation of customers' credit notes as per the clause of each contract.
- Ensured the correct allocation of receipts to paid invoices.

Talaco,Control Specialist. (2019 - 2019)

- Delivered financial reports such as : Trial Balance , difference of exchange , banks interest...
- Performed internal audit on several areas of work/several departments and recommended a course of actions .
- Employed restrictions and improved the financial worksheets using advanced Excel skills (Macros , VBA).
- Performed spot checks (Cash count , Quality Assurance....) in 18 branches.
- Issued weekly and monthly reports followed by recommendations to foster the workflow .

FNB Finance, Debt Recovery.(2012 - 2019)

- Collaborated with 5 branches on a daily basis to give advice on how to deal well with claims from customers.

- Communicated with sales, credit risk department, and collectors to maximize hundreds accounts' performance.
- Published weekly analysis of debts (charts, analysis). Show the current position against the KPIs.
- Established repayment schedules, monitoring repayment of debts, and adherence by debtors to installments.
- Developed a strategy to lessen delinquency by 1.5 %, and diminish the collection float.

Hotel Ehden Country Club, Accountant.(2009 - 2011)

- Posted entries, verified and reconciled input to the financial reporting system.
- Assisted in preparing the Balance sheet, cash flow, Bank reconciliation Statement.
- Scrutinized accounts of various departments.
- Performed receivables duties for 1500+ accounts.
- Diminished errors in accounts payables by over 95%.

EDUCATION

- **CMA candidate:** Expected Graduation: December 2021
- **Masters in Banking and Finance:** Antonine University 2018.
- **LinkedIn Learning:** Acquired 25 certifications in (Excel, Finance, and interpersonal Skills).

Skills

- **Expert Negotiator:** With great communication skills (ability to negotiate people from different background)
- **Computer Skills:** Socrate (Accounting), ICBS (Banking), Collect Smart (Banking) , Sage (ERP) , Qlik & Power BI (BI).

VOLUNTEER EXPERIENCE

Junior Achievement, Soft skills trainer. (2017- Present)

- Run workshops pertaining to crucial skills: Entrepreneurship, Financial literacy, Leadership skills, and Steer your career.
- Teach soft skills (Raise awareness among thousands of youth). As well as, help the program manager to recruit new volunteers.

IMA , Volunteer . (2017- Present)

- Manage the linkedin page of Ima as well as answer the queries related to the CMA certification.