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PROFESSIONAL EXPERIENCE

PURCHASING OFFICER LEBANESE AMERICAN UNIVERSITY • JANUARY 2013 TO MARCH 2020

- Checking for new potential and active suppliers.
- Conducting financial and specifications evaluation for all received quotations.
- Issuing purchase orders requested from LAU departments and schools with respect of all procedures like submission of commercial and legal documents.
- Coordination with the legal department on variations and amendments.
- Coordination with accounting and finance department concerning the release of payments.
- Follow up with Business Office & AP and get their approval for any request.
- Receiving all goods and checking each item for accuracy in specifications and price, as well as corresponding purchase orders.
- Creating daily receiving report.
- Communicating any issues or delays with ordered goods with the corresponding departments.
- Monitoring the Post Office and Mimeographing Center operations.
- Working on Oracle platform as a system facilitating the data collection, storing & retrieving.
- Monitoring all the logistics of the Lebanese American University on both Beirut & Byblos Campuses.
- Monitoring and processing the issuance of LAU IDs and parking access cards.
- Processing all invoices and monthly expenditures reports.
- Monitoring LAU vehicles fuel consumption, registration cards and maintenance expenses.
- Processing LAU vehicles yearly government fees payments & documents.
- Preparing, issuing and submitting all petty cash procedures.
- Checking invoices and approvals prior to processing.

ASSISTANT COACH ATHLETICO FOOTBALL ACADEMY • SEPTEMBER 2019 TO PRESENT

Coaching and assigning groups of competitive players with a focus on developing teamwork, fair play, sportsmanship, skills and competitive soccer. Lead pre-season, in-season and postseason training practice games; game preparation; on field coaching in all phases of the game.

ASSISTANT COACH JUVENTUS FOOTBALL ACADEMY • JUNE 2018 TO AUGUST 2019

- Helping the players to develop their technical skills & instill in the players the spirit of the game.
- Planning strategies and games.
- Providing feedback on performance and fitness.
- Discussing tactics.
- Giving guidance on nutrition and injury prevention.
- Helping players keep a positive mental attitude and self-discipline.

FINANCIAL OFFICER KEMPINSKI SUMMERLAND HOTEL & RESORT • JUNE 2018 TO NOVEMBER

- Income auditor:
 - ✓ preparing and importing daily revenue reports using PMS and Navision platform.
 - ✓ Daily cross check reports to avoid any discrepancies.
 - ✓ Verifying that all transfers from Micros to Opera and vice versa have been done correctly.
 - ✓ Daily control of the rebates and corrections postings and reviewing their backup and authorization.
 - ✓ Reviewing market segment and covering statistics through Opera platform.
 - ✓ Reviewing exchange rates and updating it on the system.
 - ✓ Monthly reconciliation of the room's revenues, F&B revenues and other revenues through Navision vs Opera platforms.
- Cost control clerk:
 - ✓ Performing spot checks of the receiving of goods and verifying accuracy of deliveries.
 - ✓ Performing spot checks in the culinary area and verifying yielding and wastage.
 - ✓ Verifying that food recipes are accurate and have updated cost and sale prices, as well as compliance during preparation.
 - ✓ Performing spot checks in Housekeeping, Laundry and Stewarding areas and verifying use of materials regarding dosage and proper use.
 - ✓ Performing audits to ensure that inventory movements are recorded correctly.
 - ✓ Creating and distributing monthly cost reports.
 - ✓
- Accounts receivables clerk ✓ Setting and reviewing credit limits for both in-house and City Ledger Accounts.
 - ✓ Reviewing daily in-house guest credit limits and ensuring that Front Office Management follows up if exceeded.
 - ✓ Verifying the accuracy of all A/R postings.
 - ✓ Reviewing Travel Agency invoices and deducting the commission before issuing.

- ✓ Reviewing uncollectable accounts and recommending write-offs. ✓
Reconciling the control accounts monthly.
- ✓ Preparing and sending statements for outstanding City Ledger accounts and pending deposit payments.
- Accounts payables clerk ✓ Assisting accounts payable in receiving and verifying accuracy of invoices for goods and services.
 - ✓ Ensuring that all early payment discounts are taken.
 - ✓ Assisting in monthly reconciliations of A/P Trade account and designated month end journal entries.
 - ✓ Preparing the accrual for invoices received after closing and for goods and services not yet invoiced.

CUSTOMER SERVICE & SALES REPRESENTATIVE BEST SELLER UNITED MIDDLE EAST • FEBRUARY 2012 TO NOVEMBER 2012

- Customer service & complaints.
- Sales representative at Vero Moda, Jack Jones & Pieces.
- Issuing and receiving inquiries from our main stock and other branches.
- Ordering, managing and taking out stock.
- Conducting a semiannual store inventory at our Vero Moda, Jack Jones & Pieces.
- Conducting a monthly stock count and comparing it with inventory electronic system.
- Supporting the store designs and visual merchandising.
- Monitoring & following up the delivery requests among the branches.
- Backup cashier.
- Setting Marketing Plan.
- Setting Promotional and Seasonal Discount Plan.

EDUCATION

BS IN BUSINESS - EMPHASIZE IN BANKING & FINANCE.
LEBANESE AMERICAN UNIVERSITY (LAU) - SPRING 2015
BEIRUT – LEBANON

SKILLS ▪ Languages: ✓ Proficiency in writing, reading, speaking Arabic, English & French. ✓ Beginner in writing, reading, speaking Turkish, Italian & German.

- IT: ✓ Proficiency in Microsoft Word, Excel, PowerPoint, Visio & Access. ✓
Proficiency in Outlook, Dropbox, Google Drive and other mailing tools.
- ✓ Proficiency in Oracle, Opera, Micros & Navision Platforms.
- Personal:
 - ✓ Accounting, auditing, finance, accounts payable, accounts receivables.
 - ✓ Reporting, cost control, inventory control, revenues control, credit control, stock management & visual merchandising.

- ✓ Customer service, follow up, communication, negotiation, commissioning. ✓ HR, Budgeting, Organizational Charts Planning & Creation, Petty Cash. ✓ Procurement, purchase orders, tendering, & evaluation. ✓ Governmental procedures & policies. ✓ Red Cross First Aid Training certificate. ✓ Football coaching, operational planning, strategies, consultancy & injury prevention.