

Bassem Jawhary

📍 Main Street, Aramoun (Lebanon)

📞 (+961) 70593394 ✉ bassemjawhary@outlook.com 💬 [Skype bassemjawhary](#)

Beirut

Dear Sir/Madam,

I am a passionate and self-driven person with professional dynamism and commitment who values quality results. Working in finance and accounting for five years now, I've learned a lot of things and moved me to develop skills outside my comfort zone.

As I'm continuously building my career, I am looking for a job that will challenge me to perform at my potential and be a productive and efficient person as a whole. I want to acquire knowledge and expertise that would further improve my skills and abilities and to have meaningful exposure to different challenges.

It is my primary objective to serve as a competitive advantage for the company in the position commensurate to my abilities.

I hold an MBA in Finance and a B.A Degree in Banking and Finance from the Lebanese International University, and more than five years of experience working in Finance & Accounting at one of the world's leading hotel companies. Currently, I work as a Financial Accountant at Crowne Plaza Beirut where I keep track of every financial transaction in the hotel to make sure that all incoming and outgoing money is accurately recorded and handled.

I am part of IHG and looking forward to developing my career in a reputable company, it will be a great experience to work with a reputable organization. I have attached my resume with this letter.

You can contact me on the telephone number or the email address mentioned.

Yours faithfully,

Bassem Jawhary

📎 [Enclosed](#): Curriculum vitae

PERSONAL INFORMATION



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✉ bassemjawhary@outlook.com

💬 Skype bassemjawhary

PREFERRED JOB

Senior position in Finance & Accounting

WORK EXPERIENCE

01/06/2018–Present

Financial Accountant

Crowne Plaza (Intercontinental Hotels Group), Beirut (Lebanon)

Overview:

Responsibilities include assisting in the management of day-to-day operations and assignments of the Finance team, assist in planning and organizing work, assist communicating goals, supervising the finance team including accounts receivable, accounts payable, payroll, income audit, General Ledger reporting, and cash handling functions for the hotel.

- Assist in annual Budget and monthly forecast preparation.
- Prepare weekly cash float.
- Prepare the P&L and conduct a monthly meeting with the head of departments.
- Assist in preparing the financial analysis of hotel operations including variance explanation and make recommendations to support the achievement of business goals and assist in the preparation of budgets and financial forecasts and reporting.
- Controls all balance sheet accounts by preparation of monthly account reconciliations and actions accordingly.
- Prepares balance sheet records and identifies and reconciles all items therein.
- Implement and drive the internal audit procedures within the hotel.
- Audits payroll.
- Prepares monthly invoices for other IHG hotels, General Manager, Store, and Shop rentals. • Prepares all journal vouchers for month-end closing.
- Reviews travel agency commission payments.
- Reconciling bank statements.
- Reviews and corrects daily revenue journals.
- Reviews the accounts payable balance to ensure accuracy and proposes action and follow up to be taken to ensure a clear balance with limited over 90/120 day amounts.
- Interacts, as required, with individuals outside the hotel including the hotel's bank, tax auditors, and other hotels.

01/11/2016–31/05/2018

Income Auditor

Crowne Plaza (InterContinental Hotels Group), Beirut (Lebanon)

Overview:

Under the direct supervision of the Director of Finance & Business Support and the Assistant Manager of Finance, responsible for ensuring all revenues generated in the hotel are recorded accurately and discrepancies reported on a timely basis. Responsible for preparing daily revenue report and reconciles all revenues against cash banked and accounts receivable movements of each day

Key Accountabilities & Responsibilities:

- Reconcile and review all daily revenue transactions and ensure that postings are correctly applied to the right revenue and adjustment codes.
- Verify that any revenue adjustments have been investigated and have management approval with back up to support the adjustment.
- On a daily basis review all credit cards and cash refunds ensuring that all have been investigated and are supported by appropriate backup and have management approval.
- On a daily basis prepare the F&B void report, ensuring all supporting backup is attached.
- Review and reconcile the daily trial balance report to ensure that all revenues including telephone, internet, minibar, and parking revenue are correctly recorded and classified in the PMS system and are accurately reported in the General Ledger
- Review and report daily on the complimentary A&G/S&P checks, rate discrepancy reports, housekeeping discrepancy reports, and out of service room reports. Ensure any anomalies, errors, and any missing support is followed up on and communicated to management.
- Prepare daily, weekly and monthly reports as requested by the management team, ensuring that all reports are prepared in line with CSA (Control Self-Assessment) requirements and submitted on a timely basis.
- Take personal responsibility to resolve problems that arise within the department or externally and if unable to do so immediately, give a deadline for resolution.
- To assist Financial Accountant during the Month End accounts process by ensuring preparation and posting journals.

01/10/2014–31/10/2016

General Cashier & Payroll Supervisor

Crowne Plaza (InterContinental Hotels Group), Beirut (Lebanon)

Key Accountabilities & Responsibilities:

- Prepare daily bank deposits.
- Provide daily cash and change requirements for the hotel. Maintain and disperse cash from house fund safe and petty cash fund, account for all disbursements from funds, and perform daily house bank count.
- Issue banks to other cashiers as needed, and maintain a documented inventory of all cashier banks. Collect and count all cashiers' envelopes daily, and research any cash variances.
- Conduct periodic audits of cashier banks. Notify management of any issues or problems.
- Prepare reports such as the Petty Cash Report, over and Short Report (on other cashiers).
- May assist in processing invoices from the hotel property as needed, including obtaining approvals from department head on invoices to be paid, making proper accounting entries in ledgers or posting invoices to the computer system, matching and filing invoices and paperwork, and preparing the transmittal of invoices for payment by Accounting.
- May process check requests, generate accounts payable and refund checks and assist in the maintenance of the hotel checkbook or GL as needed.

Payroll:

- Maintains payroll information by collecting, calculating, and entering data.
- Updates payroll records by entering changes in exemptions, insurance coverage, savings deductions, and job title and department/division transfers.
- Prepares reports by compiling summaries of earnings, taxes, deductions, leave, disability, and nontaxable wages.
- Determines payroll liabilities by calculating employee federal and state income and social security taxes and employer's social security, unemployment, and workers' compensation payments.
- Maintains employee confidence and protects payroll operations by keeping information confidential.
- Resolves payroll discrepancies by collecting and analyzing information.

EDUCATION AND TRAINING

01/02/2015–31/05/2017

Masters of Business Administration in Finance

Lebanese International University, Beirut (Lebanon)

01/10/2010–01/08/2014

Bachelor Degree in Banking and Finance

Lebanese International University, Beirut (Lebanon)

PERSONAL SKILLS

Mother tongue(s) Arabic

Foreign language(s)

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	
C1	C1	C1	C1	C1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages - Self-assessment grid

Communication skills

Good Listener, Friendliness, Clarity and Concision

▪ I gained these skills from being part of a huge multinational company, where communication skills are needed in our daily work.

Organisational / managerial skills

Decision Making, Delegating Tasks, Time Management and Change Management

▪ I gained these skills from a one year program at IHG mentored by Harvard Business and from my Supervisory role at the Finance department.

Job-related skills

Problem Solving, Financial Reporting, and Management Skills

▪ Responsible for financial reporting and solve problems that arise in the finance department or operation.

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem-solving
Proficient user	Proficient user	Proficient user	Proficient user	Proficient user

Digital skills - Self-assessment grid

Professional in using MS Excel and Word (gained from my financial reporting duties)

Ability to use different accounting and financial software (Currently I use 6 different software related for finance)