

Ralph Abdo Al Achkar

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09 May 1988

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Objective: Seeking an opportunity in the organization to use my skills and be able to contribute to the firm for which I am working.

Education:

Open Arabic University, Tayyouneh, Beirut
Bachelor in Arts/Business Studies

2009 - 2013

Achrafieh Official Secondary School, Achrafieh, Beirut
Lebanese baccalaureate part II (SE section)

2007 - 2008

Work experience:

Cost Controller/ Account Receivable
in charge of Account Payable at Citea Apart-Hotel, Beirut, Lebanon

2018 - PRESENT

- Control the Food and Beverage outlets in terms of cost, wastage....
- Check and ensure that no material is issued out from the store without requisition
- F&B Menu costing
- Responsible of monthly inventory plus end of year inventory
- Oversee daily transactions, including accounts payable/receivable, general ledger bank reconciliations
- Manage month-end year-end closing
- Monitor daily of accounting department
- Organize financial into useable information maintain updated record
- Track progress financial accounting objectives
- Establish accounting policies procedures, aligned company's targets
- Calculate, post business transactions, process invoices, verify financial data for use in maintaining accounts payable records, and provide other clerical support necessary to pay the obligations of the organization
- Assemble invoices to be completed for payment
- Review invoices and requisitions for satisfactory payment approval
- Check vendor files for any previous payments and assign voucher numbers
- Maintain copies of vouchers, invoices or correspondence necessary for files
- Prepare vouchers listing invoice number, date, vendor address, item description, amounts and coding per accounting policies and procedures
- Type periodic reports and other records
- Verify and calculate all extensions and totals on invoices (calculating and taking discounts when applicable).
- Clarify any questionable invoice items, prices or receiving signatures

Citea Apart-Hotel Beirut, Lebanon
Front Office & Reservation Revenue Supervisor in charge of Front Office Manager

2017 - 2018

- Checks guests in and out of the hotel; Performs daily Front Desk Agent duties
- Ensure all duties are completed in a timely and organized manner.
- Resolves guest and associate complaints and issues.
- Create and develop pricing strategies in conjunction with the individuality of each hotel.
- Analyze overall monthly hotel performance and provide summary report with recommendations to improve long term strategies.
- Ensure web site booking process is maintained up-to-date and functional.
- Evaluate performance of distribution partners and contracted rates (OTA, NGO, tour operator, corporate, consortia, crew, groups, etc...).

Citea Apart-Hotel, Beirut, Lebanon 2016 – 2017
Reception, Reservation, Night Auditor, Online booking

Mega Toy Store, Beirut, Lebanon 2011 – 2015
Salesman and Cashier

Waves Aqua Park and Resort, Beirut, Lebanon 2009 – 2010
Bartender

- Purchase of supplies
- Handle suppliers and customers
- Handle weekly/monthly inventory
- Supervise and train bar staff

Leil Nhar restaurant, Beirut, Lebanon 2007– 2009
Head Barista

Layla Restaurant, Beirut, Lebanon 2006 – 2007
Barista

Skills:

Native Arabic, fluent in English & French.
Sun (Accounting system), Opera system, MC (material cost), Micros system, Microsoft office suite (Word, Excel...), Omega system, Squirrel system, Visual Mc4r Me,

Interests & Activities:

- Travelling
- Sports: Swimming, football, basketball.

References:

Furnished upon request