

# EZZEDDINE ALSIN

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## **Professional Profile:**

A committed candidate whose expertise covers many aspects of business and operations including Accounting & External Audit and Human resources. Experience stretches between Lebanon and Ivory Coast. Experienced in working with small to large scale industries such as Manufacturing, Construction, and Banking. Consistently aims to improve company performance wherever possible. Seeking to leverage my technical and professional expertise.

## **Objective:**

Seeking to leverage my extensive expertise in business operations, accounting, and HR to contribute towards the strategic objectives of a dynamic organization. Experienced in working with small to large scale industries across multiple sectors, aiming to bring about sustainable improvements and undeniable value.

## **Education:**

Bachelor of Business Administration, Université Saint-Joseph (2016)

## **Skills:**

Technical Proficiency: Advanced proficiency in Sage Paie & RH, S.A.P, D.M.S, and QuickBooks. Expert in Microsoft Office Suite. Capable of integrating a range of software solutions to enhance organizational performance.

## **Key Business Expertise:**

- Cost and Expense management
- Teamwork & interpersonal skills
- Creating plans that reduce cost and human error
- Continuous "on the job" learning on an independent basis
- Building solutions within the organization's constraints

## **Professional Experience:**

### **Chief Administrative Officer | WOODSTYLE | Cote D'Ivoire | 01-01-2024 – Present**

Led strategic HR, finance, and warehouse operations, optimizing processes and policies to enhance efficiency and performance, resulting in a 15% cost reduction within the first year.

- Strategic Leadership: Provide strategic direction and leadership for HR, finance, and warehouse operations to align with organizational goals.
- Financial Management: Oversee financial planning, budgeting, and reporting, ensuring fiscal efficiency.
- Human Resources: Lead HR initiatives, including talent acquisition, employee relations, performance management, and professional development.
- Operational Efficiency: Implement processes to enhance warehouse operations, optimizing logistics, inventory management, and order fulfilment.
- Cross-Functional Collaboration: Foster collaboration and communication between HR, finance, and warehouse teams to streamline processes and achieve collective objectives.
- Technology Integration: Explore and implement technologies that improve administrative processes and contribute to overall organizational efficiency.
- Policy Development: Develop and enforce policies and procedures that align with industry standards and promote a positive working environment.
- Performance Metrics: Establish key performance indicators (KPIs) for each department, regularly assessing and improving performance based on measurable outcomes.
- Executive Reporting: Provide regular updates and reports to the executive team, communicating the achievements, challenges, and strategic initiatives of the administrative functions.

## **Senior Accountant**

### **WOODSTYLE | Cote D'Ivoire | 01-07-2023 – 31-12-2023**

Managed comprehensive accounting tasks, improving financial reporting accuracy by 25%, and played a key role in developing internal control policies.

- Verify, allocate, post and reconcile accounts payable and receivable
- Produce error-free accounting reports and present their results
- Analyze financial information and summarize financial status
- Spot errors and suggest ways to improve efficiency and spending
- Provide technical support and advice on Management Accountant
- Review and recommend modifications to accounting systems and procedures
- Manage accounting assistants and bookkeepers
- Prepare financial statements and produce budget according to schedule
- Direct internal and external audits to ensure compliance
- Develop and document business processes and accounting policies to maintain and strengthen internal controls

## **Human Resources Officer**

### **Arabian Construction Company | Cote D'Ivoire | 18-01-2021 – 30-06-2023**

Streamlined HR processes, improving employee satisfaction by 20% through effective implementation of new training and development programs.

- Headhunting, Recruiting and interviewing potential applicants based on experience, skills, and education.
- Performing Job analysis and creating Job description accordingly.
- Performing background checks & Contacting applicants' references.
- Processing Payroll after collecting the needed data.
- Appraising employees on semester basis.
- Maintaining employee records and paperwork.
- Overseeing employee health and safety procedures.
- Organizing and managing new employee orientation and training programs.
- Explaining and providing information on employee benefits and programs.
- Identify and resolve employee concerns with company.
- Representing employer in community and recruiting events.

## **External Auditor & Accountant**

### **Dr. Zuhair Alsin Audit Firm | Lebanon | 01-08-2016 – 31-10-2020**

Enhanced financial transparency and auditing practices, directly leading to a 30% improvement in clients' financial health over three years.

- Handled all Journal Voucher Entries.
- Prepared monthly budgeting, bank, suppliers and client's reconciliation.
- Handled Payroll for the firm and client's employees.
- Conducted in making feasibility studies.
- In charge of filing all necessary tax and financial forms.
- Collaborate with finance personnel to develop approaches for creating more accurate financial records and models for the company.

## **Additional Experience:**

### **Accountant | Meroni & Colzani | Lebanon | 01-02-2017 – 01-02-2018**

Served as an Accountant for one of the Top-rated High end furnishing Brands

- Process all Journal Voucher Entries.
- Update accounts receivable and issue invoices.
- Update accounts payable and perform reconciliations.
- Assist with reviewing of expenses, payroll records.
- Prepare and submit Monthly/Yearly Closings.

### **Accountant | Lopan Bakery | Lebanon | 01-01-2016 – 01-01-2018**

- Process all journal voucher entries.
- Update accounts payable and perform reconciliations.
- Assist with reviewing of expenses, payroll records.
- Prepare and submit monthly / yearly closings.

### **Teller & Customer Service Operations Trainee | Bank Audi | Lebanon | 01-07-2014 – 31-08-2014**

- Communicated and coordinated with various departments.
- Executed cash/ check deposits and withdrawals.
- Processed wire transfers and loan payments Ensured high level of customer service.
- Arranged and managed debit invoices.
- Issued banker and certified checks.
- Managed a portfolio of clients.

## **Languages:**

- Arabic: Native
- English: Fluent
- French: Fluent