

Contact

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Top Skills

Commercial Banking
Performance Management
Retail Banking

Languages

French (Professional Working)
English (Professional Working)
Spanish (Limited Working)

Certifications

Become a CompTIA Security+
Certified Security Professional
CompTIA Security+ (SY0-501)
Cert Prep: 1 Threats, Attacks, and
Vulnerabilities
CompTIA Security+ (SY0-501) Cert
Prep: 3 Architecture and Design
Cert Prep: CompTIA Security+ Exam
(SY0-501): The Basics
The Complete Digital Marketing
Course

Antoine ElTen

Financial Officer (Remote) at Pawp, Inc
Lebanon

Summary

I had several years of experience in banking and finance field. IT development and business security has caught my attention and made me think about a career transition. Seeking to become the next Cybersecurity analyst in cloud safety, automation, and digital forensics.

Experience

Pawp, Inc
Financial Officer (Remote)
January 2021 - Present (2 months)
New York, New York, United States

The Digital Clinic for Pets - get unlimited 24/7 access to licensed vets & \$3000/ year upfront for your pet emergencies. Caring for your pet is expensive - Pawp is committed to making it affordable for everyone.

- Oversee all employees involved in the accounting process, including accounts receivable, accounts payable, payroll, inventory and compliance.
- Review monthly reconciliations of inter-company accounts and eliminate reconciling items using Quickbooks
- Produce monthly financial statements such as income statement, balance sheets and trial balance through Quickbooks
- Prepare the quarterly financial reporting and ensure the full list of budget codes is up to date and shared amongst support and program teams
- Review, analyze and consolidate the Financial reports submitted by offices

HHD Henry Dakak Meuble & Objects Jewellery
Operations Management
January 2018 - January 2021 (3 years 1 month)
Achrafieh, Beirut Governorate, Lebanon

- Manage retail day-to-day operations
- Maintain effective control over cash-in-hand and bank transactions, and ensure that cash-in-hand and reconcile with accounting records.
- Manage in house accounting operations

- Oversee On site project execution and quality assurance
- Assist in preparing purchases for the shop
- Relate with Suppliers to obtain quotations and purchase goods

Global Financial Corporation

Finance Officer

February 2014 - May 2017 (3 years 4 months)

Cleveland/Akron, Ohio Area

- Ability to work with clients in and out the office
- Review monthly reconciliations of inter-company accounts and eliminate reconciling items
- Work directly with personal clients and other financial consultant
- Supervise staff assigned to the Administrative team, establish clear work objectives, conduct timely and effective performance appraisals
- Produce monthly and quarterly financial statements such as income statement, balance sheets and trial balance in addition to projects reports
- Review, analyze and consolidate the Financial reports submitted by offices
- Summarize financial status by collecting information; preparing the balance sheet, profit and loss, and other statements

Credit Libanais

9 years 4 months

Branch Supervisor

March 2008 - December 2012 (4 years 10 months)

Beirut District, Lebanon

- Processed trade finance applications and car loan applications
- Prepare training material if needed
- Follow up the implementation with the different departments
- Monitored the validity of the LG's and cancel in case of closure.
- Ensure the team in the respective area is working effectively together, and mitigate in case of tensions
- Coordinated internal audit effort in compliance with policies and procedures

Main Teller

September 2003 - June 2008 (4 years 10 months)

Beirut District, Lebanon

- Assisted clients for over the counter banking services
- Nominated ATM custodian

Education

Université La Sagesse

Bachelor of Business Management, Business Administration and Management, General · (September 2004 - December 2007)

Cuyahoga Community College

Associate's degree, International Business · (2014 - June 2017)