



## JORA KEVORK KARAPETYAN

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### ***Employment and Experience:***

#### **\*November 2020 – Present: Ecomz SAL – Financial Manager**

- Prepare financial statements, budget and forecast.
- Develop financial reporting models.
- Aid management in financial decisions.
- Control income, cash flow and expenditure
- Review, monitor, and manage budgets
- Find ways to reduce or maintain costs by studying financial reports and business process.

#### **\*November 2018 – June 2020: BlueTech SAL – Midis Group – Senior Accountant**

- Month-end and year-end closing procedure.
- Verify, allocate, post and reconcile accounts payable and receivable.
- Direct internal and external audits to ensure compliance.
- Ensure that periodic bank reconciliations are completed.
- Maintain an orderly accounting filing system.
- Working closely with management to share reports and analysis findings.
- Reports to Lenovo on a weekly basis to claim rebates.
- Maintaining and reconciling balance sheet and general ledger accounts.
- Preparing financial analyses and reports.
- Cash flow.
- VAT.

#### **\*November 2017 – November 2018: Sqwirl Holding SAL – Finance Officer**

- Developing financial strategy, including risk minimization plans and opportunity forecasting.
- Financial reporting and analysis.
- Cash flow management.
- Debt management and collection.
- Payroll processing.
- Ensure that accounts payable are paid in a timely manner.
- Ensure that accounts receivable are collected promptly.
- Provide for a system of management cost reports.
- Manage and comply with local, state, and government reporting requirements and tax filings.

#### **\*February 2015 – November 2017: Serve Me SAL – Office Manager**

- Prepare and process payments to the suppliers.
- Process all client invoices, bill and communicate it to the respective accountant on a monthly basis.
- Prepare banker cheques and process online transfers, cash deposit, and maintain records for all transactions done for the monthly and quarterly basis. (Kafalat, NSSF, Insurance, Rent, etc....).
- Reconcile bank statements, and manage all bank statement entries, breaking down costs.
- Follow up with accountants for all client payments, collect and process them.
- Prepare monthly payroll calculation taking into consideration employee attendance logs.
- Obtain approval for payroll sheet and communicate it to the bank for processing.
- Prepare end of service payments, and process them through bank correspondents.
- Prepare and process all sweep schedule forms for employees and coordinate with the bank.
- Provide to the insurance company a report on a monthly basis on new-joiners & dismissed company employees in order to reconcile payments.
- Provide general administrative support including mailing, scanning, faxing and copying to management.
- Manage filing system; maintain electronic and hard copies for all client, employee, investor and partners contracts in addition to contracts with lawyers and suppliers.
- Tend to all office maintenance issues to ensure proper reporting to the concerned party and follow up to solve issues in a proper time frame.
- Prepare all travel itineraries for all company trips, along with travel forms.



# Curriculum Vitae

- Book tickets, hotels, drivers, and arrange for abroad meetings.
- Keep track of inventory and prepare monthly detailed inventory report.
- Legal administrative: liaise with lawyers, auditors and NSSF to provide them with the proper legal paperwork needed to ensure proper legal standing of the company. (papers for Ministry of Finance, NSSF)
- Attend meetings with the management and the visitors and write down the minutes of the meetings.
- Maintain historical HR records by designing a filing and retrieval system; keeping past and current records.
- Maintain database of CV's received, and communicate with the candidate when necessary.
- Prepare monthly reports to the NSSF for the updated list of employees (new and old).
- Provide auditors with the yearly reconciliations.
- Prepare monthly expense reports for all office supplies.
- Prepare a comprehensive transactional report for all bank entries, accounts payable and receivable.

## **\*December 2014 – January 2015: Kitchen Lab – Internship – Purchasing & Merchandising**

- Assess the amount of the product required and which supplier will best fit the company's needs.
- Issue purchase orders and request quotations from different suppliers.
- Research suppliers and negotiate contracts for product/cost fulfillment processing;
- Place orders and ensure inventory is properly distributed;
- Agree timescales and delivery dates.

## **\*August 2013 – September 2013: BLU Loyalty – Internship – Accountant**

- Manage back office data entry.
- Reconcile the following accounts: banks, cash, clients and suppliers accounts.
- Calculate depreciation.
- Summarize current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.

## **\*October 2011 – November 2014: Plus Ultra – Operations Manager**

- Manage the opening and closing procedures.
- Close and monitor daily sales.
- Manage POS (Point of Sale) systems.
- Handle Event managing and operating.
- Manage daily financial and administrative operations.
- Manage back Office data entry.
- Prepare payroll.
- Formulate cost control.
- Recruit and train new team members for maximum quality, insured service and customer satisfaction.

## **Seminars and Workshops:**

- 2017: Intensive private accounting and taxes 10 hours workshop in the following subjects
  - Social security subscriptions, calculations and filing of declarations.
  - Taxes on salaries calculation and filing of declarations.
  - VAT accounts and booking of the accounting entries, in addition to the filing of the quarterly declaration.
  - Monthly closing entries including depreciation, accruals and prepaid expenses, difference of exchange, etc.
  - Balance Sheet and Income Statement preparation.
- 2010-2014: Participated in a series of leadership and entrepreneurship lectures and training sessions, Haigazian University, Lebanon.



## **Skills and Qualifications:**

- Computer Skills:
  - Microsoft Office
- Software Skills:
  - Accounting Software:
    - Traverse
    - QuickBooks
    - ZohoBooks
    - Dolphin
    - Megasoft
  - POS System:
    - Omega
- Language Skills:
  - Fluent in Arabic, English and Armenian
  - Fair in French and Russian

## **Hobbies-Personal Interest & Achievements-Rewards:**

- Football, Kickboxing, Calisthenics
- Blogger, Geopolitics
- 2012: Silver Medal – Lebanese Federation of Kickboxing-Savate
- 2011: Haigazian University – Athletic Honor List
- 2011: Silver Medal – Championship of Lebanon – Semi-contact Kickboxing
- 2011: Bronze Medal – Lebanese University League of Kickboxing
- 2010: Assistant Leader of Boy Scouts at A.G.B.U Antranik-Sevan Scouts Movement
- 2009: Scout Group Leader – at A.G.B.U. Scouts

## **Personal Information:**

- **Nationality:** Armenian
- **Gender:** Male
- **Date of Birth:** October 5, 1992
- **Marital Status:** Single

## **Education:**

- 2010 – 2015: **Haigazian University**
  - BBA in Business Administration – Emphasis on Accounting
- 2004 – 2010: **Tarouhy-Hovagimian Secondary School**
  - Lebanese Baccalaureate, Socio-Economics section

## **References:**

Will be provided upon request.

Detailed work experience & references will be provided upon request.