

## Al-Mouataz Billah Khaled Saleh

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### EDUCATION

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**Lebanese International University LIU**, School of Business.  
**BS in Banking and Finance**

Bekaa, Lebanon  
2015

**Omar Mokhtar Educational Center**  
**Lebanese Baccalaureate in Life Science,**

Bekaa, Lebanon  
2010

### EXPERIENCE

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**Grillo Company**  
**Accounting and Financial Manager** *for three facilities*  
*(Cadmus Resto Café, Agenor and Cleopatra)*

Zahle, Lebanon  
November 20 – present

#### Finance:

- Verify the completeness and accuracy of all accounting documents
- Prepare the company's Journal Vouchers, Trial Balance, Profit and Loss statement.
- Develop budgets, control and monitor expenditure
- Oversee financial procedures (receipts, payments, payroll)
- Responsible for bank reconciliations and cash counts for all facilities
- Ensure internal control procedures are followed for all cash disbursements, exchanges, receipts, and transfers.
- Run the payments and reconciliation processes for all invoices related to procured materials and/or services and resolves value discrepancies.
- Record on a timely basis all financial transactions and monitor them to ensure that they are accurate, complete and reliable

#### Human Resources:

- Responsible for the preparation of payroll, calculation of all taxes, including income tax and National Social Security Fund (NSSF) contributions;
- In charge of maintaining the proper filing and electronic filing for all HR files such as employee files, recruitment documents, pay-slips and others as required

#### Procurement:

- Assist with the procurement procedure and price negotiation
- Keep track of all contracts

**Spacetown Travel and Tourism**  
**Operations Supervisor**

Zahle, Lebanon  
August 19 - December 19

- Promote and market the business
- Support clients' with travel choices
- Work with clients' budget

**Crew Logistics Company S.A.R.L**  
**Finance and Operations Supervisor**

Zahle, Lebanon  
November 15 - July 19

*Finance:*

- Verify the completeness and accuracy of all accounting documents
- Prepare the company's financial statements, income, expenses and profit statement.
- Oversee financial procedures (receipts, payments, payroll)

*Supervisor:*

- Supervise company staff ensuring
- Support with staff onboarding and train new employees
- Support team members with daily operations as needed specially during workload

**Beyond Association**  
**Language and Mathematics Teacher**

Zahle, Lebanon  
May 13 - July 13

- Teach Syrian refugee
- Provide reports to management with regards to students' progress
- Monitor the attendance of the children
- Identify and refer cases of children who have any protection risks
- Deliver instruction based on individual needs
- Develop lessons plans
- Organize recreational activities for the students

**Private Owned Local Satellite Cable Connection**  
**Accountant and Owner**

Zahle, Lebanon

- Ensure satellite and cable maintenance
- Verify the completeness and accuracy of all accounting documents
- Prepare the company's financial statements, income, expenses and profit statement.

**SKILLS**

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**Languages:** Arabic (native)  
English (fluent)

**Computer Skills:** Microsoft office tools (Microsoft Teams, Microsoft Word, Excel, PowerPoint & Outlook).  
Internet use  
Google drive  
OMEGA accounting/finance software.  
Sabre (GDS – Global Distribution System) for booking tickets/ hotels worldwide.

## **PERSONAL SKILLS**

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- Ability to work in a team and support colleagues.
- Ability to take initiative to deal with difficulties encountered in daily work.
- Ability to solve challenges and problems with the minimum amount of time.
- Flexibility to accept challenges - working under pressure and attention for details.
- Well organized and hard worker.
- Good communication skills based on a 3 years' experience in dealing with multinational customers all over the world.
- Good leadership to push colleagues to give their utmost best at work.
- Dedicated, loyal and caring about achieving the organization's aims/goals.

## **REFERENCES**

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Available upon request