

Ziad Malaeb



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CAREER OBJECTIVE

Working in a leading business company in the domain of finance and accounting with 15 years of experience and knowledge in Accounts Payable, Accounts Receivable, Payroll, Inventory Control, General Ledger, Financial Reporting, Management, and general overall accounting practices. I am goal oriented and efficient team player with excellent communication skills at all levels. I am looking for a role where I can implement my abilities, gain a new experience, meet new challenges and to be an active member of the organization to employ my skills that can reflect positively on company's performance and profits.

EXPERIENCE

Present
Nov 2006

Alam Steel Industries Co. W.L.L, Kuwait, Sulaibiya *Senior Accountant*

- Handling and Managing the daily accounting and finance operations.
- Facilitating and completing monthly close procedures and responsible for monthly journal entries and reconciliations.
- Forecasting, budgeting, and cash flow projections.
- Project Accounting, Finance, and Inventory Management.
- Coordinating with Auditors for the preparation of financial reports needed for annual audited financial statement.
- Handling and following up Accounts Payables and Accounts Receivables.
- Building & maintaining professional & strong relationships with Suppliers, Banks, & Customers with the ability to handle conflicts and negotiations.
- Forecasting for Payables / Receivables for purchased and sold items.
- Managing and handling monthly labors payroll.
- Maintaining accounting and financial records and processing related data such as invoices, vouchers, transfers, and other documents.
- Advising actual payments breakdown for monthly cash flow.
- Managing and handling bank facilities, all enquiries and follow up to enhance existing facilities.
- Managing and handling Promissory Notes (PN.), Letter of credit (LC.) and Letter of guarantee (LG.).
- Arranging for new banking facilities for projects whenever needed.
- Budgetary preparation for specific projects cost / requirements.
- Coordinating with procurement and sales department for foreign and local purchase orders and payment terms to prepare required budget.

Sep 2006
Aug 2005

Al Aman Accounting Office., Beirut - Lebanon
Accountant

- Responsible for accounts journal entries.
- Responsible for following up on accounts payables and accounts receivables.
- Follow up daily sales, expenses, and all transactions.
- Follow up petty cash and bank reconciliations.
- Scheduling and handling supplier's payments.

EDUCATION

Jun 2005

Lebanese University
Beirut, Beirut
Bachelor of Science (B.S.) Business Economics

CERTIFICATIONS

Jun 2016
Mar 2016

Baker Tilly - Kuwait
Certified Management Accountant (CMA) Review course
140 hours of professional education.

Dec 2014

Kuwait Industries Union - Kuwait
Financial Administration and Supervision (Training Activity).

ADDITIONAL SKILLS

- Analytical Thinker & Problem- solving skills.
- Time management and organizational skills.
- Leadership and administrative skills.
- Ability to work under pressure and meet deadlines required.
- Microsoft Office, ERP & other Software skills.

REFERENCES

Available upon request.