



Beirut, Lebanon

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Jean-Pierre Choueiry

OBJECTIVE

Accomplished and highly motivated with a strong interest in investment, market analysis and the financial field. Possessing 4 years of experience in accounting and developed a deep understanding of financial statements and the importance of accurate reporting. Seeking to leverage my skills and knowledge in a fast-paced and dynamic investment environment to drive growth and success for the organization.

ACHIEVEMENTS

- Collected, analyzed, and managed quantitative data and created meaningful reports to lead business performance improvement and 30% cost reductions.
- Successfully managed and performed the portfolio of the company by analyzing financial reports and suggesting new financial ideas.
- Improved financial performance by reducing costs, increasing profitability, operational efficiency and optimized financial processes.
- Motivated team members to achieve financial goals and increase productivity.

PROFESSIONAL EXPERIENCE

May 2022 – December 2022

Senior Accountant – TMS Mining LTD

Transportation, Logistics, Supply Chain and Storage – London, England

- Managed monthly statements for outstanding accounts Receivables / Payables from the accounting system.
- Reviewed records of accounts to ensure accuracy (General Ledger, Bank accounts, Cash & Credit cards, suppliers).
- Assisted in auditing the financials when performing periodic closings.
- Managed debt activities, cash receipts and cash forecasting.
- Controlled department deliverables and made sure that deadlines are being met. Highlighted any overdue invoices.
- Overseen the month and end-year timetable and monitored so that all tasks are completed on time to close out the month and end-year.
- Analyzed monthly and yearly reviews of business performance and provided commentary summary on results.

March 2019 – May 2021

Accountant & Cash Management – Butech Property Management SAL

Facility Services, Maintenance and Cleaning • Mkalles, Lebanon

- Tracked accounts payables and receivables.
- Prepared, post and issue misc. invoices in reference to payments due.
- Received checks, cash and post the cash receipt.
- Prepared cash forecasts to help covering upcoming expenses.
- Prepared reports on cash balances and other financial activities.
- Monitored status of loans and accounts to ensure payments are up to date.
- Prepared all kind of reconciliation (trusted accounts/bank).
- Prepared Monthly Financial Reports such as P&L, balance sheet, IS.
- Monitored fixed assets activities.

August 2018 – February 2019

Junior Accountant – Qualified Industry S.A.R.L – Sin El Fil

- Posted and process the journal entries to make sure that all transactions have been recorded.
- Updated the accounts receivables and payables on a daily basis and issue invoices.
- Assisted the team in the preparation of balance sheets, income statements and other financial statements.
- Handled communications with clients and vendors via phone, email, and in-person.

EDUCATION

- September 2021 – May 2022
INSEEC MSC & MBA, Paris, France, MBA "**International Finance**"
- September 2014 - July 2018
Sagesse University, Furn El Chebbak, Lebanon, Bachelor of Business Administration minoring in **Financial Engineering**

CERTIFICATIONS

- AI in Fintech Essential Training – [LinkedIn](#)
- Advanced Bookkeeping Techniques – [LinkedIn](#)
- Starting Your Career as a Financial Analyst – [LinkedIn](#)
- Gemba Kaizen: A Commonsense Approach to Continuous Improvement (Blinkist Summary)– [LinkedIn](#)
- Job Interview Nano Tips with Madeline Mann – [LinkedIn](#)
- Strategic Thinking – [LinkedIn](#)
- The 9 Best Ways to Invest in Yourself – [LinkedIn](#)
- The 6 Morning Habits of High Performers – [LinkedIn](#)
- Your Money or Your Life: Transforming Your Relationship with Money and Achieving Financial Independence – [LinkedIn](#)
- Discounted Cash Flow Modeling – [Coursera](#)
- Investment Risk Management – [Coursera](#)

SKILLS

- Soft and hard Skills:

Teamwork	Communication Skills	Problem Solving
Adaptability	Attention to details	Fintech
Financial Planning	Time management	Risk Management
Critical Thinking	Goal Achievements	Management Skills
- Languages: Arabic Fluent (written & Spoken), French Fluent (written & Spoken), English Fluent (written & Spoken)
- Software: 3DS – Microsoft Dynamics 365 - QuickBooks

INTERNSHIPS

July 2018 - August 2018

Central Bank of Lebanon (BDL) – Beirut, Lebanon

- Collaborated in professional team to solve workflow issue.
- Developed business, financial and analytical skill needed for career.
- Analyzing problems, identifying solutions and making decisions.