

Ramez M. Kasbah

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Email: rkasbah@gmail.com

Nationality: Lebanese

Marital Status: Married

Date of birth: 26 October 1980

Objective

- A well-organized, highly motivated individual with bachelor's degree in business administration coupled with three years' experience in commercial banking and eight years' experience in corporate finance and treasury in contracting industry. I am a quick learner, self-motivated and committed to perform my assigned tasks and responsibilities to the fullest
- My objective embraces a passion for knowledge that, I believe can only be acquired through experience and hard work. I seek to attain a respectable position in life, mainly by broadening my skills and expertise and exerting an effort worthy of such ambitions

Education

Bachelor's degree | JUNE 2003 | BEIRUT ARAB UNIVERSITY

- Business Administration
- Accounting, Finance, Marketing and Management.

Professional Experience

- **Assistant General Manager /Dunning Director/Head of Account receivables at Sallaum Lines Switzerland SA (March 2019-till present).**
- **Head of the Internal Audit Department at Al Bina (December 2018-March 2019).**
- **Chief Accountant at KAN Group. (June 2017 till December 2018).**
- **Financial analyst at Saudi Oger Ltd. (Financial Reporting dept. March2014-April 2017).**
- Responsible for performing financial reporting and analysis on all company operations, due diligence, profitability analysis, projections, and scenario analysis.
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- Section head for the Accounts Receivable's department.

- Posts customer payments by recording cash, checks, and credit card transactions
- Posts revenues by verifying and entering transactions from lock box and local deposits.
- Updates receivables by totaling unpaid invoices.
- Maintains records by microfilming invoices, debits, and credits.
- Verifies validity of account discrepancies by obtaining and investigating information from customer service departments, and from customers.
- Resolves valid or authorized deductions by entering adjusting entries.
- Resolves invalid or unauthorized deductions by following pending deductions procedures.
- Resolves collections by examining customer payment plans, payment history, coordinating contact with collections department.
- Summarizes receivables by maintaining invoice accounts; coordinating monthly transfer to accounts receivable account; verifying totals; preparing report.
- Protects the organization's value by keeping information confidential.
- Accomplishes accounting and organization mission by completing related results as needed.

➤ **Financial Controller at Saudi Oger Ltd (Treasury dept. January 2008-March 2014)**

- Working at the Head Office of Saudi Oger LTD in Riyadh as Financial Controller in the Finance Accounts Division. Main activities involve, Disbursement of Payments such as, Payroll, Suppliers, Sub-Contractors, and Banks Remittance of funds to various Company Projects around the Kingdom and Internationally under E.R.P System.
- Having access to detailed information concerning current deposit and credit accounts.
- Define/download statements and reports from accounts.
- Responsibility of processing bank transactions in our bank system (transfers, LCs, LGs, & loans). - Issue reports to check and compare banks' balances and transactions between our system and the bank statement. - Issue checks for suppliers, subcontractors, petty cash, and payroll.
- Reconciliation of bank accounts and conformity of budget code expenses and incomes with the billing department.
- Income Budget which includes receivable checks from the government for each division and Expenses Budget depending on its type and allocation.

➤ **LEBANESE CANADIAN BANK SAL. (DECEMBER 2004-JANUARY 2008)**

- Working as teller, back office (operation including all kinds of inward and outward transfers, customer services and business management.

Language

English and Arabic (written and spoken fluently)

Computer skills

Microsoft Office, Oracle ERP, Real World. FoxPro.

References available upon request.