

Cesar Keuleyan

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OBJECTIVE

A highly motivated Accounting & Audit graduate, seeking a job opportunity to invest my soft and technical skills and my overall gained experience in your respectful company.

EDUCATION

Université La Sagesse

Furn El Chebbak, Lebanon

Bachelor of Science in Business Administration, Accounting & Audit CGPA: 3.04

Sep 2019 - Jan 2023

Main Courses: Financial Management, Strategic Management, Advanced Accounting, Auditing, Managerial Accounting

Mesrobian High School and Technical College

Beirut, Lebanon

Lebanese Baccalaureate in Life Science, overall grade 15.61/20

Sep 2004 – Jun 2019

WORK EXPERIENCE

BlackMilk LLC

Beirut, Lebanon

Accounting & Logistics Officer

Jul 2022 – Present

Accounting

- **Preparing** asset, liability, and capital account entries by compiling and analyzing account information
- **Analyzing** financial information and prepare monthly and quarterly cash flow statements
- **Ensuring** compliance with organizational guidelines and procedures, and federal and state regulations
- **Resolving** account payable and receivable issues
- **Issuing** wire transfers to foreign suppliers according to the payment terms agreed on
- **Accurately Performing** daily cash, bank reconciliations and file invoices
- **Assisting** in financial and tax audits
- **Recording** daily accounting transactions during the devaluation of the official currency
- **Preparing** purchase and sales invoices
- **Revaluating** the stock during the devaluation of the official currency for company evaluation
- **Making** the flow of work effective and efficient through implementing new modification to the ERP system

Logistics

- **Tracking, Receiving, and stocking** all ordered items
- **Programing** the final inventory of materials prior to shipment
- **Finding** the optimal price that suits the company's goals and budget
- **Coordinating** with the upper management about the status of the shipment
- **Ensuring** all cargo documentation, packaging, labeling and marking requirements, and all border clearance requirements have been met
- **Making** special shipping arrangements as necessary
- **Creating** Microsoft Access database to manage shipments efficiently

dipndip

Beirut, Lebanon

Team-Leader

Aug 2019 – Jul 2022

(Conducted several tasks and positions)

- **Supervised and Maintained** food and warehouse inventory, routinely ordered supplies for the branch, and performed food safety audits as an assistant branch manager
- **Trained** servers and ensured an excellent performance of a 6 members team as a captain waiter
- **Computed and recorded** daily sales and expenses for the branch

- **Ensured** full customer satisfaction through studying customer reviews and complaints from social media and in-person interaction
- **Slashed** labor cost by 35% by using job enlargement method within the branch

Sevag Gifts

Beirut, Lebanon

Online Business Manager

Sep 2021-Dec 2022

- **Created** an online business website, and keeping it up to date with the latest products available at the store
- **Managed** diverse social media channels including Facebook, Instagram, LinkedIn
- **Gave** "Sevag Gifts" presence on Google Search Engine and Google Maps, in addition of using Google Analytics for improving the business ranking on the search engine
- **Ensured** full customer satisfaction through customer needs and wants analysis and answering all their inquiries
- **Shaped** new ways of implementing sales and marketing strategies

FoundersBei

Furn El Chebbak, Lebanon

Startup Business Consultant

Jun 2021 - Aug 2021

- **Supported** the active and growing civil society and community of innovators and entrepreneurs that grew across the MENA region by judging and evaluating iValues, organized by the FRIEDRICH NAUMANN FOUNDATION, a German global liberal think-tank
- **Developed and completed** a feasibility study (Marketing Strategy and Operations) and logistics operational plan (shipping and transportation) for 3DMS, a Lebanese 3D printing startup company
- **Performed** a marketing study which comprised of a detailed competition analysis, target customer analysis, buying cycle, social media strategies and a retention strategy for Story, a clothing e-commerce marketplace startup
- **Worked** and engaged in a team of four aspiring business consultants

TRAINING & WORKSHOPS

- **PROATS, Professional Training in Accounting** Level 2: executing bank reconciliation **Apr 2022**
And record related entries, recording special transactions which include financial and commercial discounts, return of goods
- **PROATS, Professional Training in Accounting** Level 1: registering a new company **Mar 2022**
and employee at M.O.F. and NSSF, recording transactions using an accounting software, handling fixed assets registrar, preparing payroll
- **Jad Al Fakhani (Wolf of Bey), Social Media ads** workshop **Jul 2021**

SKILLS & INTERESTS

- **Computer Literacy:** Microsoft Office Microsoft Access, Google Workspace, Canva Visuals, ERP system.
- **Languages:** English (professional), French (professional), Arabic (native), Armenian (native), Spanish (beginner)
- **Interests:** Football, Gym, Technology and Innovation, Entrepreneurship