

Personal details

Name Roula Charbine Demian
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Employment

Dec 2019 – Present Senior Accountant
Clean Republic, Hamra, Lebanon

- Collaborated with management to develop annual budgets and financial forecasts
- Monitored budgetary performance and provided analysis to support decision-making
- Led and mentored the accounting team, providing guidance and support
- Fostered a collaborative and efficient work environment
- Evaluated and implemented financial systems to improve efficiency and accuracy
- Oversaw the implementation and maintenance of accounting systems and software to ensure accuracy and efficiency in financial data management

May 2016 - Nov 2019 Project Manager & Senior Accountant
Leapership Consultants (*Consulting & HR Solution Provider firm*), Lebanon

Role as a Project Manager:

- Assembled and led a cross-functional project team
- Clearly defined roles and responsibilities, and motivated team members towards project goals
- Allocated resources efficiently to meet project objectives
- Monitored resource utilization and made adjustments as needed
- Facilitated clear communication within the project team and with stakeholders
- Established and maintained quality control processes
- Developed, managed and tracked project budgets
- Managed changes to project scope, schedule, and costs
- Engaged with internal and external stakeholders, and addressed any concerns

March 2011 – April 2016 Operation Manager & Head of Accounting Department
UNO Rent a Car, Beirut, Lebanon

Role as an Operation Manager:

- Supervised and led a diverse team, providing guidance and support
- Fostered a positive and productive work environment to enhance team performance
- Analyzed existing processes and workflows for efficiency and effectiveness
- Implemented improvements to streamline operations and reduce costs
- Allocated and managed resources, including personnel, equipment, and materials
- Optimized resource utilization to achieve operational objectives
- Implemented and monitored contingency plans to address unforeseen challenges

Feb 2010 – July 2010 Accountant Supervisor
Future International School, Abu Dhabi, UAE

Oct 2004 – Sept 2009

Operation Manager & Head of Accounting Department
UNO Rent a Car, Beirut, Lebanon

Role as Head of Accounting Department:

- Collaborated with management to develop annual budgets and financial forecasts
- Monitored budgetary performance and provided analysis to support decision-making
- Led and mentored the accounting team, providing guidance and support
- Fostered a collaborative and efficient work environment
- Evaluated and implemented financial systems to improve efficiency and accuracy

Oct 2003 – Sept 2004

Executive Secretary
International Group Co., Hazmieh, Lebanon

- Took minutes of meeting and distributed them to relevant parties
- Handled sensitive and confidential information with discretion
- Prioritized tasks and managed the executive's time effectively
- Anticipated needs and proactively address potential issues

Jan 1997 – March 2002

Accountant
Energy International Co., Beirut, Lebanon

Feb 1993 – Dec 1996

Executive in the Media & Monitoring Department
Fortune Promo Seven, Beirut, Lebanon

- Conducted content analysis to extract valuable insights and trends from media coverage
- Identified key themes, sentiments, and emerging issues that may impact the organization
- Monitored and analyzed media activities of competitors
- Provided insights on competitor strategies, positioning, and messaging
- Presented findings and reports to internal stakeholders, providing actionable recommendations
- Collaborated with communication teams, marketing, and other relevant departments to align media monitoring activities with overall business objectives

Summer 1992

Intern in the Admission Department
Abou Jaoudé Hospital, Beirut, Lebanon

- Shadowed and assisted the Head of Department on their day-to-day tasks
- Helped with the flow of patients and the processing of admissions, discharges, transfers, as well as the majority of procedures to be carried out in the event of a patient's death

Education

Sep 1989 – July 1990	Bac. Experimental Sciences Chateaux des Sciences Modernes, Beirut
Sep 1990 – July 1991	Executive Secretary Chateaux des Sciences Modernes (Technical Institute), Beirut
Sep 1992 – July 1993	Commercial Sciences & Private Courses in Accounting Chateaux des Sciences Modernes (Technical Institute), Beirut
August 2012	Customer Care Program Wydner Coaches, Beirut
February 2018	Brain-Based Leadership program Leapership Consultants, Beirut
July 2019	Advanced Training on Lebanese VAT CO-OPAIN, Beirut
July 2019 – Aug 2019	Accounting & Finance Training workshop CO-OPAIN, Beirut

Languages

Arabic	Native
English	Fluent
French	Professional

Skills & Qualifications

Accounting principles and local government declaration (NSSF, VAT)
Budgeting & Costing, and monitoring project profitability
Prepare financial reports
Ability to work with a team
Punctual and Reliable
Well organized and always meet project deadlines
Excellent Written and Verbal Communication
Self-Motivated
Excellent Time Management
Detail Oriented
Microsoft 365
Quick Learner

References

Hashim Itani CEO Clean Republic	03 736 380
Maya Trad Financial Consultant	03 159 254