

Asadour Ohanness Tarpinian

Highly motivated reliable & dedicated cash office professional with 10 years of managerial & administrative experience. A proven leader in financial management and cash flow optimization. Through knowledge of financial principles, account payables and receivables, account reconciliations & general ledger analysis.

Address: Bourj Hammoud, Lebanon

Phone: +961 70 904 356 E-mail: aso.tarpin@gmail.com

Date of Birth: 03.06.1985 Nationality: Lebanese

Gender: Male Marital Status: Single

WORK EXPERIENCE

Gray Mackenzie Retail Lebanon s.a.l (2023 till March 2024)

Finance & Administration Lead

- Responsible for day-to-day financial management
- Control and monitor account receivables and payables
- Monitor the cash collection process with drivers and sales team
- Uphold and implement internal controls
- Responsible of employee relation v/s HR department
- Entry all cash collections to the official program (dynamic 365)
- Interact with clients to resolve discrepancies when advised
- Prepare monthly financial reports cash handling
- Prepare daily updated report to team
- Treasurer

Gray Mackenzie Retail Lebanon s.a.l (2021 - 2023)

Invoicing & Cash Office Supervisor

- Manage and report daily cash flow entries
- Manage cliental statements
- Reconciliations
- Collect & process payments from customers and register
- Managing balance sheet and day to day liquidity
- Managing day to day cash and treasury activities
- Managing the invoicing team and follow up on their daily tasks & responsibilities

Plexi Art s.a.l (2007 - 2021)

Sales Manager & Company Treasurer

- Ensuring customer enquiries & proper management of orders
- Present sales, revenue and expenses reports & realistic forecasts to the CEO
- Manage payable and receivable accounts
- Manage cliental statements and follow up
- Managing day to day cash and treasury activities
- Managing the company stock
- Supervise the company treasury
- Supervise the company's official papers

Osmat Mallah Company (2006 - 2007)

Trainee

- Data entry
- Social security and VAT
- Income Taxes and Expenses

Provideo (2004 - 2005)

- Indoor Sales
- Cash Register

EDUCATION

EML Technical College (2005-2007) TS3 in Accounting Management

EML Technical College (2002-2004) BT3 in Accounting Management

Mirna Chalouhi Public School (2001) Lebanese Brevet

CERTIFICATES

The Metropolis Forums (2024) Certificate of:

HR Payroll

NSSF Regulations (R3/ R5/ R6/ R7/ R8/ R10)

Corporate Taxation

LANGUAGES

Arabic

English

Armenian

SKILLS

Technical Skills:

- Proficient in Microsoft office suite (Word, Excel..)
- Strong internet research and navigation skills

Soft Skills:

- Attention to details and accuracy
- Excellent communication
- Strong organizational and time management
- Problem solver
- Positive attitude
- Strong ability to work under pressure
- Team player
- Responsible and punctual

REFERENCES

Available upon request