

# Gilbert Bou Haidar

**Finance Officer | Accountant | Salesman**

**Address:** Zalqa, Lebanon | **Phone:** +96181480181

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## Summary

An experienced and results-oriented Finance officer with a proven track record of driving operational excellence, exceptional customer service, and financial performance optimization. Managing inventory and costs, and ensuring strict compliance with internal rules and regulations. Seeking to work in an environment that is conducive to my intellectual, professional, and personal growth, where I can contribute significantly to the growth of the team/organization with strong experience and expertise leading to success.

## Experience

**Registered Accountant – 03/2022 to 03/2023**

**Metlife Alico**, Beirut, Lebanon

- Issuing Cheques and finalizing the signatory panel
- checking vouchers and confirming their validation
- Handling legal issues related to cheques (first beneficiary removal & Co removal etc...)
- Inserting and extracting data from PeopleSoft (oracle)
- Other tasks requested from my direct supervisor

**Finance Officer – 08/2020 to 02/2022**

**Welthungerhilfe**, Beirut, Lebanon

- Assist in managing petty cash and follow-up with petty cash expenditure and payments to suppliers
- Verify integrity and conformity of supporting financial documents
- Establish cash count sheet
- Responsible for a strict adherence to the account codes set forth in the chart of accounts
- Assist in preparation of staff and consultants contracts and related documents
- Assist in keeping administrative records and personnel files
- Organize and file financial information and sensitive documents
- Assist in organizing international travel procedure (booking tickets, hotels, etc...)
- Monitoring car logbooks and punching sheets of attendance

**Invoice Clerk/ Receptionist – 06/2019 to 08/2020**

**YAS medical Center**, Al Mourour Street, Abu Dhabi

- Collecting money from patients (cash, CC)
- Welcoming patients. greeting them and providing the best comfortable atmosphere for them
- Registering them into the system to maintain the punctuality of their appointments
- Checking their eligibility for the rendered service
- Scheduling, rescheduling, and canceling appointments via phone calls
- Dealing with complaints/ feedbacks to achieve a better experience.

**Head Teller – 04/2018 to 06/2019**

**Blom Bank**, Zalqa, Abu Dhabi

- Processing quickly and accurately customers transactions
- Routine transactions include cashing cheques and making deposits, loan payments, and withdrawals
- Serving customers by providing product and service information
- Welcoming customers and trying to meet their requests and demands
- Handling complaints
- Monitoring the threshold of the remaining tellers
- Performing employee's bank requests

**Finance and Administrative Officer – 05/2017 to 04/2018**

**Ret Liban**, Ashrafieh, Lebanon

- Assist in managing petty cash and follow-up with petty cash expenditure and payments to suppliers
- Verify integrity and conformity of supporting financial documents
- Establish cash count sheet
- Responsible for a strict adherence to the account codes set forth in the chart of accounts
- Assist in preparation of staff and consultants contracts and related documents
- Assist in keeping administrative records and personnel files
- Organize and file financial information and sensitive documents
- Assist in organizing international travel procedure (booking tickets, hotels, etc..)
- Monitoring car logbooks and punching sheets of attendance
- Perform other duties assigned

**Finance assistant – 02/2016 to 09/2017**

**United Nation Migration Agency**, Jnah, Lebanon

- Verifying payments of vendors, contractors, partners, consultants and employees by ensuring services and/or shipments are rendered and/or delivered, mathematical computations are correct and/or identical to quotations and/or annexes and that supporting documents are complete.

- Record Payable entries (of vendors, contractors, partners, consultants, & employees) to SAP Financial System (either advance or accrued payments).
- Maintain Files for vouchers and other documentation. ( in the absence of the colleague in charge)
- Maintain vendor accounts in SAP (clearing vendors). ( in the absence of the colleague in charge)
- Proceed and Follow up with all the payment transfers.
- Perform other related duties as may be assigned and provide general support to finance team in the absence of one of the team members.
- Process Travel advances and finalize with their settlements
- Prepare mission's treasury payments in SAP and in Cash transactions and follow up on the delivery process of checks to service providers and vendors
- Responsible for Preparing Monthly and Yearly-End Closure documentation and submit to RAS.
- Deal With Bank & Prepare All Needed Documents
- Preparing Financial Reports Whenever is Requested
- Provide guidance to Finance Team in the absence of RMO; support other colleagues in the unit as necessary & guide, train and monitor work of Finance Team as assigned by the supervisor.
- N.B: Daily Duties were definitely not combined together due to the conflict of interest.
- Perform other duties Assigned

## Education

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**Bachelor's Degree in Accounting – 2014**

Arts' Sciences and Technology University in Lebanon (AUL), Kaslik, Lebanon

## Skills & Expertise

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|--------------------------------|--|
| • Strategic Thinking           | • Attention to Detail                    |
| • Team Management              | • Time Management                        |
| • Conflict Resolution          | • Adaptability & Organization            |
| • Customer Service Orientation | • Communication and Interpersonal Skills |
| • Problem-Solving              | • Decision-Making                        |
| • Inventory Management         | • Microsoft Office Proficiency           |
| • Budgeting and Cost Control   |  |
| • Supplier Negotiation         |  |

## Languages

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**Arabic:** Native | **English:** Fluent | **French:** Intermediate