

# Ali Wehbe

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## Education

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- **Master's in Project Management**, Cardiff Metropolitan University (via Modern University of Business and Science), 2017.
- **Bachelor's in Business and Management Studies**, Cardiff Metropolitan University (via Modern University of Business and Science), 2015
- **Lebanese Baccalaureate in Economics and Sociology**, 2012.

## Experience

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**Senior Accountant at Beirut Waterfront Development** (May, 2023 – Present). Performing the following tasks:

- Analyze revenue accounts and ensure target achievement.
- Manage financial closing and prepare reports.
- Handle fixed assets and budgets (Sales).
- Deferred Revenue
- Process accounts receivables transactions and deferred revenue.
- Address financial queries effectively.
- Following Tenants Contracts.
- BUPT, MOB and Tax.

**General Accountant at Beirut Waterfront Development** (October, 2022 – April 2023). Performing the following tasks:

- Align general ledger practices with budgeting and forecasting.
- Manage accounts receivables and implement aging reports.
- Develop SOP manuals for accounting policies and reconciliation procedures.
- Introduce a new audit system with updated finance policies.
- Strengthen client relationships and maintain billing systems.
- Produce monthly financial and management reports.
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**Financial accountant at Hotel Lancaster Eden Bay Resort** (June-October, 2022) Performing the following tasks:

- Conduct daily transaction reviews.
- Prepare payroll and ensure timely payment of outsourced staff
- Verifying General Cashier's Report, and Income JV (Trail balance).

- Review supplier invoices, and General Ledger.
- Verify supplier invoices, payments, and general ledger accounts.

**Income Audit at Hotel Lancaster Eden Bay Resort** (Dec 2021— May 2022) Performing the following tasks:

- Credit limit & Daily Revenue reports.
- Audit all outlet reports and tally them with Opera for accuracy. Check that genuine discounts are given.
- Responsible for the review of all Front Office and F&B revenue adjustments posted in the system.
- Audit F&B invoices, voids, discrepancy report, check amenities, complementary forms and all other hotel revenue generated and ensure the accuracy.
- Audit the credit card transactions for accuracy.
- Responsible for the audit of daily Front Office paid outs, rebates and complimentary rooms.
- Physical spot check in all outlets.
- Responsible for the review of daily no show and cancellation report and ensure that no show and cancellation revenue have been properly accounted for
- Checking all room rates, upgrades, coverage and any changes/move.
- Audit all administrative PM folios and lost interface posting charges. Analyze and transfer them to respective accounts/folios.
- Perform month end closing and ensure that the trial balance agree with general ledger.

**Accountant (Closure team) at Hotel Le Bristol Beirut** (May2020—Aug2021,). Performed the following tasks:

- Oversaw accounting tasks during the closure process. • Negotiated supplier balances and discounts • Implementing new fixed asset system.
- Monitored contract renewals and performed month-end closings.

**Senior Accounts Payable at Hotel Le Bristol Beirut** (January —March, (2020). Performed the following tasks:

- Collaborated with HODs to ensure policy implementation
- Managed P&L expenses and prepared month-end accounts payable reports.
- Create and take action on month-end accounts payable reports.
- Capex and FF&E projects.

**General cashier (July 2018—March 2020)**

- Audited and reconciled due backs, petty cash, and overage/shortage from all properties on a daily basis.
- Ensuring an effective flow of cash within the hotel by performing the daily tasks to the highest standards.
- Performing monthly cash audits, payments and expenses
- Reconciled cash drawer at start and end of each shift.

### ***Accounts payable (August 2017—December 2020)***

- *Processing, verifying and reconciling invoices*
- *Improving efficiency of A/p process.*
- *Building great relation with suppliers and solve issues •*
- *Reconciliation and controlling credit card transactions.*
- *Maintain vendor files and handling payments in an organized and timely manner*
- *Analyzes all invoices and expense reports*

### ***Key Skills and competencies***

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- *Proficient in accounting software (Sun System), Opera, and MS Office.*
  - *Strong analytical, reconciliation, and troubleshooting skills.*
  - *Exceptional multitasking and prioritization abilities.*
  - *Adaptable with a positive “can-do” attitude.*

### ***Training and Certifications***

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- ***HSBC Bank Middle East Limited (Lebanon Head Office, 2015)***
  - ***Presentation Certificate, Lebanese Conference on Information Systems (LCIS), Lebanese American University, 2017***
  - ***ICDL Certification, ECDL Foundation, 2013***
  - ***Global Understanding Certificate, East Carolina University, 2014.***
  - ***Payroll Workshop, BCA International, 2024***
  - ***Lebanese VAT Workshop, BCA International, 2024***
  - ***Preparing Financial Statements Workshop, BCA International, 2024***

### ***Publications***

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- ***“Competition and Resilience: Lean Manufacturing in the Plastic Industry in Lebanon”, Arab Economic and Business Journal, 2018***

### ***Languages***

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- ***Fluent in English and Arabic (writing, reading, speaking)***

### ***Reference***

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- *Mr. Mohammad Shawraba, Financial Controller in Lancaster Eden Bay resort, (phone number: 03-117955)*
  - *Mr. David boumady, Director of human resource in hotel le Bristol, (phone number: 03-337 843)*