

## Albertino Ferzli

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Kassis Street • Naqqache, Lebanon • albertino-ferzli@hotmail.com • +961(70) 352-285

### Education

#### Notre Dame University – Louaize

Bachelor of Business Administration, Accounting

Zouk Mosbeh, Lebanon

11/12/2017

#### Secondary Evangelical School

Graduation Date: Summer 2013

Zahle, Lebanon

### Experience

#### WPP Media

Sodeco, Lebanon

##### Senior Accountant

June 2025 – Present

- Delivered accurate P&L statements, Balance Sheets, and financial reports, ensuring full compliance with company and regulatory requirements.
- Streamlined payroll processing, social security declarations, and tax submissions in strict alignment with Lebanese labor law.
- Oversaw and reconciled cash and cash equivalents (bank accounts, petty cash, and credit cards), maintaining optimal liquidity control.
- Managed supplier account reconciliations and executed timely, error-free payments.
- Conducted precise inter-company reconciliations, resolving discrepancies and enhancing reporting accuracy.
- Facilitated smooth year-end audits by providing auditors with complete, well-organized financial documentation.

#### SABA IP

Hazmieh, Lebanon

##### Accountant

May 2024 – June 2025

- Performed data entry and analysis to identify and flag unusual activity.
- Processed, matched, and issued invoices while ensuring accuracy and compliance.
- Managed month-end tasks, including bank reconciliations and inter-company transactions.
- Collaborated with the IT department to troubleshoot and resolve issues with in-house software.
- Assisted the finance team with report preparation and ad-hoc support as needed.
- Provided support to branches for various tasks and requests.

#### Webedia SAL Offshore (Part of Webedia Arabia Group)

Beirut, Lebanon

##### Accountant

March 2018 – May 2024

- Daily tasks include listing expenses, data entry, data analysis to flag unusual activity.
- Manage and reconcile monetary assets (bank accounts, petty cash, credit cards and checks)
- Weekly Financial Review (bank positioning, online cards status, payments due and scheduled to be received, etc.)
- Prepare payroll, certificates, salary slips, and anything employee related.
- Assist with month end tasks, auditors with year-end closing requests and all legal work.
- Preparing and issuing Invoices, receipts, statements, credit notes, etc., along with following up on collection of outstanding due balances.

### Leadership & Activities

#### GATA Events and Promotions

Beirut, Lebanon

2016 - 2023

- Generated 40% ROI, by organizing events in the city center, providing an outlet for promising small businesses and designers and attracting an influx of 10,000+ visitors.
- Managed team of 5, to handle all project management and communication with stakeholders and participants.

### Skills & Interests

**Technical:** Visual Dolphin, Microsoft Office (Excel & Word), NetSuite, QuickBooks.

**Language:** Arabic (native), English (proficient), French (beginner).

**Interests:** Racing and automotive enthusiast, Athletics, camping and the outdoors.