

MASSOUD Christopher

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DOB: June 19th, 1997

I am a young, Lebanese college graduate with experience in accounting and a passion for this profession so I am looking forward to expand my experience and learn more in this field on an international level.

Experience

April 16, 2025 - Ongoing	Accountant EK Finance LLC <ul style="list-style-type: none">- Inputting Invoices and Bills.- Registering payments received and paid.- Preparing financial statements and providing a financial review based on them to the clients.- AP and AR reconciliation in addition to constant communication with suppliers and clients.- Bank and Petty Cash reconciliation.- Handling bank transfers when necessary.
June 05, 2025 - Ongoing	Part-time Waiter Musichall Waterfront, Lebanon <ul style="list-style-type: none">- Customer Service- General hospitality requirements, such as delivering customers' orders, providing them with anything they need, and keeping the tables clean.
December 12, 2021-August 25 2024	Part-time Waiter O club nightclub, Lebanon <ul style="list-style-type: none">- Customer Service- General hospitality requirements, such as delivering customers' orders, providing them with anything they need, and keeping the tables clean.
November 29, 2021-April 11 2025	Junior Accountant Le Charcutier Aoun STE, Lebanon <ul style="list-style-type: none">- Taking charge of the transactions of certain branches with suppliers.- Ensuring that all invoices and return goods receipts are available and accurate.- Entering journal entries for discounts and issuing payment notes after making sure that the balances of the branch's statement with that of the suppliers are matching.- Taking charge of the credit card transactions in certain branches, making sure they are all correctly received from the branch and reconciling the bank statements.- Reviewing all the payments done at certain branches and making sure the values in the cash position statement from the branch are reconciled with those on the statement from the operating system.

-Inputting all necessary entries to record withdrawn cheques ,
and claimed credit card transactions from the banks.

Factory Worker

August 4, 2020 – November
26, 2021

Pharmadex SARL, Lebanon

- Tablet coating
- Thorough cleaning of the room along with all the equipments and machines I work with.
- Provided assistance in other departments at the factory when needed.

Part-time runner

January 31, 2020 – August 21,
2021

B by Elefteriades, Lebanon

- Customer Service
- General hospitality requirements, such as delivering customers' orders, providing them with anything they need,

and keeping the tables clean.

June 6, 2019 – January 4 2020

Part-time runner

MUSICHALL official, Lebanon

- Customer Service
- General hospitality requirements, such as delivering customers' orders, providing them with anything they need, and keeping the tables clean.

Aug 31st, 2018 – June 1st, 2019

Part-time runner

Pitch Black Night Club, Lebanon

- Customer Service
- General hospitality requirements, such as delivering customers' orders, providing them with anything they need, and keeping the tables clean
- Occasionally worked in other outlets in the Bridge compound (which Pitch Black was part of): Catador (Cigar Lounge), Verseine (Piano Bar), Bearcat (Pub) and Kan Ya Makan (Arabic restaurant)

Sept 5th – Sept 26th, 2018

Desk Assistant

Global Blue, Lebanon

- Organize forms and receipts and prepare them for storage
- Help inputting data into the company's system

Aug 18th – Oct 3rd, 2017

Desk Assistant

Global Blue, Lebanon

Jul 3rd – Aug 2nd, 2017

Intern

BLC Bank at Hadath branch

- Assist the Customer Service Representative
- Practice the bank's system
- Help operate the ATM on a daily basis

Jul 18th – Sept 24th, 2016

Desk Assistant

Global Blue, Lebanon

Jul 5th – Jul 17th, 2016

Employee

Librairie Eid

- Scan and print documents to customers
- Sell stationary, books, copybooks and school bags to customers
- Organize and shelve the products

Jul 29th – Sept 2nd, 2015

Desk Assistant

Global Blue, Lebanon

Education

2015 - 2019	La Sagesse University Bachelor in Business Administration – Accounting Dean's List: Fall 2016, Spring 2016, Spring 2017 and Spring 2019.
2011 - 2015	Lebanese Evangelical School for Boys and Girls - Loueizeh High School

Extracurricular Activities

July – Oct 2014	Member of Hadath Youth Football Club
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Skills

Computer	Decent knowledge and experience with windows environment and Microsoft office (Word, Excel, Powerpoint) Experience in several accounting software such as : <ul style="list-style-type: none"> - PIMS - Odoo - Quickbooks
Languages	Arabic - Fluent English – Fluent French – Poor German-Good