

Charbel Araigy

Finance and Financial Institutions graduate/Lebanese University

Address: Zgharta | E-mail: araigyc@gmail.com | Mobile: +961 78904493 | |Nationality:
Lebanese
| Age: 26|

OBJECTIVE

An ambitious hardworking graduate with a bachelor's degree in business administration/ finance and financial Institutions, seeking a challenging position where I could utilize my talent and skills in achieving the entity's growth objectives.

PROFESSIONAL EXPERIENCE & INTERNSHIPS February 2025- Present.

Accountant

Socimex

Central Africa

- Data Entry & maintaining accurate financial records including invoices, receipts & payments.
- Conduct Stock reconciliation by comparing physical inventory with system records to identify and resolve discrepancies.
- Handle the closing of shipments while entering the details into the inventory system to ensure accuracy.
- Perform daily cash closing at the end of each business day.
- Perform supplier reconciliation.
- Ensure accuracy & control operations by reviewing daily entries & coordinating with others to make sure everything is updated.

May 2024– January 2025.

Accountant

KOUSSA GROUP

West Africa

- Manage account payables and receivables processes, ensuring accurate and timely payments and collections.
- Perform regular account reconciliations to ensure validity of financial records.
- Responsible for performing bank reconciliations, ensuring alignment between company records and bank statements.

- Prepare and manage journal entries ensuring consistency and accuracy in financial reporting .
- Supervise stock control process to maintain efficient inventory management and accurate stock levels .
- Oversee and manage purchasing process from identifying needs to order placement and timely delivery.
- Manage the creation and integration of new items/ clients into the system.
- Oversee and manage price control while ensuring consistency with market standards and company pricing strategies.
- Manage and monitor fuel operations including inventory control, procurement and distribution to ensure efficient fuel usage and cost management.

March 2022- May 2024

Payables & Receivables Administrator

OMT

Lebanon

- Receive & control clients' cash payments & checks; issue needed payment & receipt vouchers.
- Execute cash & checks' payments for bills related to OMT Group companies.
- Maintain all records by performing needed entries.
- Communicate daily over the phone with OMT Group clients & customers by checking their inquiries and solving complaints.
- Verify credit limit account (non-moving e-vouchers) balances and extract related reports
 - Follow up on accounts' balances & prepare related payments.
- Receive payments from OMT Group clients and invoices from Sales team; verify cash amounts & prepares receipts accordingly.
- Control daily clients' accounts, make related modifications & follow up with the Sales team on customers' debtor balances.
- Follow up with clients on needed payments & generate corresponding reports.
- Close daily Sales team cash accounts by comparing their reports with system entries.
- Close periodically clients' non-moving accounts.
- Post and process journal entries to ensure all business transactions are recorded.
- Update account receivable and issue invoices.
- Update account payable and perform reconciliations.

- Update financial data in databases to ensure that all information is accurate and immediately available when needed.
- Prepare and submit weekly/monthly report.
- Assist with other accounting project qualifications.

August 2021 – March 2022
Retail/Spinneys Lebanon

Invoice Matcher Assistant

Gray Mackenzie

“Ownership and operation of supermarkets and hypermarkets

Facebook: Spinneys - Lebanon”

- Matching invoices
- Storage keeping
- Filing

EDUCATION

2018 - 2021 Bachelor of business administration / Finance and Financial Institutions
 Lebanese University – 3d branch tripoli

2002 - 2017 Lebanese baccalaureate - General Science section
 Zgharta Secondary High School

WORKSHOPS & SEMINARS

- | | | |
|-----------------------------|--------------------------|--------------------|
| • Business Development Talk | Organized by Centre MINE | Date 26 Feb 2021 |
| • Eco-Entrepreneurship Talk | Organized by Centre MINE | Date 27 Feb 2021 |
| • Financial Basics Webinar | Organized by Centre MINE | Date 06 March 2021 |

LANGUAGES

Arabic | French | English

SKILLS

- Excellent analytical skills
- Sound understanding of accounting principles
- Microsoft Excel skills, Brains, Logos and, Microsoft Dynamic